

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



**AIR FORCE GLOBAL STRIKE  
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VOLUME 1**

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

**AIRBORNE LAUNCH CONTROL  
SYSTEM (ALCS) CREW TRAINING AND  
CERTIFICATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 13-5, *Air Force Nuclear Enterprise* and Air Force Instruction (AFI) 13-530, *Intercontinental Ballistic Missile (ICBM) Nuclear Operations*. This instruction defines roles, responsibilities, and minimum requirements for ALCS mission-ready training programs for employment of the Minuteman III ICBM and applies to 13N personnel assigned to Air Force Global Strike Command (AFGSC), Eighth Air Force (8 AF) and Twentieth Air Force (20 AF). This instruction does not apply to Air Force Reserve and Air National Guard units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 USC 8013. Privacy Act system notice number F036 AF PC C, Military Personnel Records System, applies.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) in accordance with paragraph **1.4**. Individual paragraphs to this instruction may only be supplemented by 20 AF. Supplements will not be less restrictive than the provisions of this publication and will be coordinated for Headquarters (HQ) AFGSC/A3T review prior to certification and publishing.

Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority in accordance with paragraph **1.5**. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a

description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. When a commander approves a waiver, the commander is communicating to superiors and subordinates that the commander accepts the risk by non-compliance.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See [Attachment 1](#) for a glossary of references and supporting information.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. The document must be read in its entirety and in conjunction with the published ALCS Ready ICBM Program (RIP) Tasking Memorandum (RTM) signed by AFGSC/A3T. The changes are revised in response to a MAJCOM-level effort to standardize missile operations with Air Force operations. Major changes include incorporating the 1C0X2 Aviation Resource Management and Patriot Excalibur (PEX) services into 625 STOS tracking of currency, proficiency items, qualifications, certifications and Continuation Training (CT).

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**1. 1. Training Program** . Self-study and crew level training are the foundational elements of crew member knowledge and proficiency. Unit level training supports these activities with formal standardized training. Training must ensure personnel are capable of performing the unit’s mission. Training goes beyond qualification requirements and is intended to increase a person’s knowledge of job-related tasks, other duty positions, and the work environment.

1.1.1. Missile Combat Crew Member-Airborne (MCCM-A) skills are dependent on experience level, which can differ by individual. This regulation incorporates a tiered approach to training: emphasizing the needs, requirements, and responsibilities of the individual crew member. Emphasis is also placed on the responsibility of the MCCM-A for his or her level of training, proficiency, and effectiveness.

1.1.2. The unit will design and implement a structured training program to ensure procedures contained in applicable technical orders, checklists, and operations manuals are standardized, accurate, and properly used to effectively accomplish the mission. They should incorporate applicable volumes of the Air Force Tactics Techniques and Procedures (AFTTP) into training events to ensure widest dissemination of lessons learned and best practices, as well as to encourage continual improvements to the documents IAW AFI 11-260 *Tactics Development Program*. (T-2)

1.1.3. Units will train, at a minimum, in accordance with established weapon system Performance Standards (PS). The PS are designed to ensure crew members meet the mission requirements for the operational configuration of the weapon system. (T-2)

1.1.3.1. Reference the Ready ICBM Program (RIP) Tasking Memorandum (RTM) for a complete listing of currency and proficiency events.

1.1.3.2. Reference Attachments 4 through 6 and AFGSCI 13-5302v4, *ALCS Emergency War Order (EWO) Training and Evaluation Procedures* for a complete listing of established performance standards and constraints.

1.1.4. In the event of a contradiction between this instruction and other ALCS crew member training guidance found in another Major Command (MAJCOM) or lower publication, this instruction will take precedence. Units will notify HQ AFGSC/A3T and the office of primary responsibility (OPR) of the conflicting instruction through appropriate channels of the specific paragraphs.

## 1.2. Responsibilities.

1.2.1. HQ AFGSC Directorate of Operations (A3):

1.2.1.1. Establishes a MAJCOM OPR (HQ AFGSC/A3T, Training and Readiness Division) to implement the training programs and guidance outlined in this publication.

1.2.1.2. Establishes and implements policy, basic requirements, and guidance for ALCS operations training programs.

1.2.1.3. Develops and provides PS to subordinate units.

1.2.1.4. Conducts semi-annual reviews of the PS and RTM events for changes or additions.

1.2.1.5. Conducts Staff Assistance Visits (SAVs) to assess the unit's ability to meet mission requirements. The unit's squadron commander (SQ/CC) will determine the programs and scope of review.

1.2.1.6. Participates in Utilization and Training Workshops (UTWs) to establish and maintain training requirements with AETC in accordance with AFI 36-2201, *Air Force Training Program*.

- 1.2.1.7. Determines fiscal year (FY) trained personnel requirements for formal AETC training courses and submits requirements to HQ AF/A3, A5, and A10.
- 1.2.2. Eighth Air Force (8 AF):
- 1.2.2.1. Ensures administrative support and personnel management for 625 STOS personnel.
- 1.2.3. Twentieth Air Force (20 AF):
- 1.2.3.1. Ensures operational readiness of subordinate operations squadron.
- 1.2.3.2. Coordinates policy changes to HQ AFGSC/A3T.
- 1.2.3.3. Ensures unit implements standardized instructor training programs that comply with this instruction.
- 1.2.3.4. Supplements MAJCOM requested SAVs IAW paragraph 1.2.1.5.
- 1.2.3.5. Facilitates standardization of unit training programs and best practices.
- 1.2.3.6. Ensures assigned personnel receive required training with a sufficient schedule and class loading to support unit manning documents. 20 AF ICBM Center of Excellence should be utilized for training and evaluation courses (i.e. Advanced ICBM Course).
- 1.2.4. 625 STOS:
- 1.2.4.1. Establishes a training flight/section in accordance with the unit manpower document (UMD) in order to develop and maintain training programs to support the requirements in this instruction.
- 1.2.4.2. Reviews all new or changed publications for impacts on operations procedures and training programs.
- 1.2.4.3. Supports the establishment and implementation of the instructor training program. **(T-2)**
- 1.2.4.4. SQ/CC will chair a Training Review Board (TRB) quarterly and additionally at their discretion. TRB minutes will be sent to AFGSC/A3T with an informational copy to 20 AF/A3. Local publications and OIs will be sent to 20 AF/A3N for situational awareness and possible application across 20 AF, not for approval. **(T-2)**
- 1.2.4.5. Designates individuals in the following positions to meet training requirements as defined by this instruction and AFGSCI 13-5302 Vol 4.
- 1.2.4.5.1. Assistant Director of Operations (ADO) or Flight Commander, Weapons and Tactics.
- 1.2.4.6. Maintains and documents currency, proficiency, and training events/information through Patriot Excalibur (PEX), or locally generated tracking system if PEX is unavailable, and individual Training Folders as defined in Attachment 2 of this instruction. **(T-2)**
- 1.2.4.7. Ensures individuals receive training to successfully execute unit's mission and maintain proficiency.

1.2.4.8. Administer academic and simulator training for required weapons system, codes and Emergency Action Procedures (EAP) tasks.

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

1.4. **Guidance Change Requests.** Submit recommended changes for this publication to the OPR, HQ AFGSC/A3T, 245 Davis Avenue East, Barksdale AFB, LA 71110 or [AFGSC.A3T.Workflow.1@us.af.mil](mailto:AFGSC.A3T.Workflow.1@us.af.mil) using the AF Form 847 and the *HQ AFGSC AF Forms 847 and Flight Manuals SharePoint Site* located at <https://org1.eis.af.mil/sites/afgsc/internal/a3-5/A3T/fm847fmcop/default.aspx>. **(T-2)**

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

1.4.2. Recommended changes submitted for approval must include concurrence or non-concurrence recommendations/comments from all affected OGs prior to transmission. In the event a unit does not receive a response from an affected OG in a reasonable amount of time, the submitted changes should include a statement pointing out that no response was received from an OG.

1.4.2.1. Initiating unit will upload the AF Form 847 to the “ICBM Working” tab. 20 AF will provide coordination with other staff agencies, as required. The request will then be moved to the “ICBM Pending CHG” tab. Provide notification verbally or via email of upload.

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

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

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

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

2.1. **General Information** . ALCS training programs are designed for crewmembers to develop and maintain proficiency as required by their assigned qualification status for

individuals who have completed initial training and are Combat Mission Ready (CMR) or ALCS Mission Ready (AMR).

2.1.1. CMR status is the minimum level of qualification for individuals meeting mission requirements for operating the operational ALCS equipment as set by this Instruction.

2.1.2. AMR status is the qualification of ALCS Test Engineers who have satisfactorily completed the weapon system portion of MQT, maintain certification, currency and proficiency, and are responsible for completing their test & analysis mission.

2.1.3. Units will document final certifications and qualifications IAW Attachment 2.

2.1.4. HQ AFGSC/A3 is responsible for establishing or modifying CMR position requirements.

2.1.5.1. Current CMR positions include:

2.1.5.1.1. Missile Combat Crew Member-Airborne (MCCM-A)

2.2. **Combat Mission Ready** . The qualification status of an individual who has satisfactorily completed mission qualification training (MQT), maintains certification, currency and proficiency, and is responsible for completing their unit's operational mission. Certification, currency, and proficiency are maintained through the accomplishment of training, test missions, and operational alerts. Personnel with access to unauthorized launch (UL) data and/or current ICBM Wing Code Processing System (WCPS) operational coding will not be CMR certified. Current CMR qualified positions include: MCCM-A, Instructors, Evaluators, Flight Commander (Training and Operations flights), ADO, DO and SQ/CC. **(T-2)**

2.2.1. In order to meet certification requirements, individuals will:

2.2.1.1. Meet Missile Operations Duty (MOD) qualifications established in AFI 48-123 *Medical Examinations and Standards*. **(T-0)**

2.2.1.2. Obtain Initial Class III Flight Physical and maintain current flying status as established in AFI 48-123.

2.2.1.3. Complete the Initial Physiological Training course (Altitude Chamber) as part of the AFSC-granting formal training program to be a non-rated aircrew member, i.e. MCCM-A, and will be accomplished prior to ALCS training start date. **(T-0)**

2.2.1.4. Complete the Water Survival Course prior to ALCS training start date. **(T-0)**

2.2.1.5. Meet qualifications for Personal Reliability Assurance Program (PRAP) duty established in DoDM 5210.42\_AFMAN 13-501\_AFGM2016-01, *Nuclear Weapons Personnel Reliability Program (PRP)*. Initial PRAP certification must be documented. **(T-0)**

2.2.1.6. Complete Mission Qualification Training (MQT), requalification training (RQT) or local training as required. **(T-2)**

2.2.1.7. Complete an initial or qualification evaluation as required by AFGSCI 13-5302v2, *Airborne Launch Control System (ALCS) Crew Standardization and Evaluation*. **(T-2)**

- 2.2.1.8. Accomplish an Emergency Action Procedures (EAP) certification briefing IAW paragraph 2.6. **(T-2)**
- 2.2.1.9. Accomplish a codes certification. Document the codes certification on the UCC CTR or AFGSC Form 165, *Code Handler Certification and Training Record*. **(T-2)**
- 2.2.2. Certifying Official.
- 2.2.2.1. The Squadron Commander or Operations Officer documents CMR certification for crew members in their unit, ensuring successful completion of all required training and evaluations.
- 2.2.3. Currency and Proficiency Requirements. CMR qualified individuals will maintain currency and proficiency requirements IAW the ALCS RTM. **(T-2)**
- 2.2.4. Restricted Status. Restricted status is defined as a CMR certified MCCM-A who is unqualified, non-current or incomplete in required CT, or as determined by the Certifying Official. Personnel in restricted status will not perform alert duties and should not perform unsupervised test missions. The unit will document restricted status in PEX, or locally developed documentation if PEX is unavailable, via MFR to the 55 WG Aviation Resource Management office. At a minimum, CMR personnel will become restricted for the following:
- 2.2.4.1. Failure to maintain currency IAW AFGSCI 13-5302v2. **(T-2)**
- 2.2.4.2. Failure to maintain currency IAW ALCS RTM. **(T-3)**
- 2.2.4.3. Regression for Proficiency Events. Failure to maintain RIP tasked proficiency events at the end of the training cycle will require regression to restricted status unless waived by the SQ/CC. **(T-3)**
- 2.2.4.4. Failure to maintain medical currencies in accordance with AFI48-123 and AFI 44-170, *Preventative Health Assessment*. Restricted status will begin the first day the individual becomes overdue. **(T-0)**
- 2.2.4.5. The certifying official determines an individual should be restricted.
- 2.2.5. Removal from restricted status.
- 2.2.5.1. Failure to Complete Training Requirements. Individuals who fail to complete their proficiency requirements will be restricted and have their training history reviewed by the SQ/CC. The SQ/CC may remove the individual from restricted status after demonstration of, at a minimum, the deficient proficiency event in the APT and classroom training with an instructor. Events accomplished for this restoration may count towards the member's cumulative proficiency event for the new training cycle. If the crew member is regressed for alert proficiency, the SQ/CC will determine training requirements to remove restricted status. **(T-3)**
- 2.2.5.2. Individuals who have failed an evaluation (Q3) must successfully complete a requalification evaluation and all corrective actions in accordance with AFGSCI 13-5302v2. **(T-2)**

2.2.5.3. Individuals who have not received a qualification evaluation prior to their delinquency date must receive a qualification evaluation in accordance with AFGSCI 13-5302v2. **(T-2)**

**2.3. ALCS Mission Ready.** The qualification status of ALCS Test Engineers who have satisfactorily completed the weapon system portion of MQT, maintain certification, currency and proficiency, and are responsible for completing their test & analysis mission.

2.3.1. Certification Requirements.

2.3.1.1. Obtain Initial Class III Flight Physical and maintain current flying status as established in AFI 48-123.

2.3.1.2. Individuals must meet qualifications for PRAP duty established in DoDM 5210.42\_AFMAN 13-501\_AFGM2016-01. PRAP certification must be documented. **(T-0)**

2.3.1.3. Individuals will complete the weapon system portion of MQT. **(T-3)**

2.3.1.4. Currency and Proficiency Requirements. AMR qualified Test Engineers will maintain ENG currency and proficiency requirements IAW the ALCS RTM. **(T-2)**

2.3.2. Certifying Official.

2.3.2.1. The Squadron Commander or Operations Officer documents AMR certification for members in their unit, ensuring successful completion of all required training and evaluations.

2.3.3. Currency and Proficiency Requirements. AMR qualified individuals will maintain currency and proficiency requirements IAW the ALCS RTM. **(T-2)**

2.3.4. Restricted Status. Restricted status is defined as an AMR certified member who is unqualified, non-current or incomplete in required CT, or as determined by the Certifying Official. Personnel in restricted status will not perform official duties. The unit will document restricted status in PEX via MFR to the 55 WG Aviation Resource Management office. At a minimum, AMR personnel will become restricted for the following:

2.3.4.1. Failure to maintain currency IAW AFGSCI 13-5302v2.

2.3.4.2. Failure to maintain currency IAW ALCS RTM.

2.3.4.3. Regression for Proficiency Events. Failure to maintain RIP tasked proficiency events at the end of the training cycle will require regression to restricted status unless waived by the SQ/CC. **(T-3)**

2.3.4.4. Failure to maintain medical currencies in accordance with AFI48-123 and AFI 44-170, *Preventative Health Assessment*. Restricted status will begin the first day the individual becomes overdue. **(T-0)**

2.3.4.5. The certifying official determines an individual should be restricted.

2.3.5. Removal from restricted status.

2.3.5.1. Failure to Complete Requirements. Individuals who fail to complete their proficiency requirements will be restricted and have their training history reviewed by

the SQ/CC. In accordance with the ALCS Ready ICBM Program Tasking Memorandum, the SQ/CC will determine requirements to remove restricted status. Events accomplished for this restoration cycle may count towards the member's cumulative proficiency event for the new training cycle. **(T-3)**

**2.4. Re-currency** . Re-currency is required whenever a crew member does not meet a currency requirement listed in the RTM or as directed by USSTRATCOM. Overdue training requirements must be satisfied before the crew member is considered ready to perform operational duties. Upon completion of required training for alert currency, an AF Form 1522, *ARMS Additional Training Accomplishment Report*, or local documentation if PEX/ARMS is unavailable, for Event ID AL00X will be provided to the unit SARM office. Regaining currency is based on time elapsed from the date the individual became non-current: **(T-2)**

2.4.1. Up to 6 months: Training as directed by SQ/CC and a proficiency demonstration of the non-current event to an instructor. If the crew member is overdue on alert currency, SQ/CC will determine training requirements to regain currency prior to operational duties.

2.4.2. 6 months through 1 year: Training as directed by the SQ/CC. MCCM-A will accomplish an APT qualification evaluation.

2.4.3. Over 1 year. Individual must be re-certified IAW para 2.5.2.

2.4.4. Individuals whose medical currencies have expired must receive an examination(s) and be determined medically qualified for CMR and AMR duty.

2.4.5. The SQ/CC will determine training requirements for AMR re-currency.

## **2.5. Decertification/Recertification Requirements.**

2.5.1. Decertified personnel will not perform duties in the applicable duty position(s). Units will document decertification. Decertify personnel for any of the following: **(T-2)**

2.5.1.1. Permanent PRAP decertification.

2.5.1.2. Failure to maintain the appropriate security clearance.

2.5.1.3. Non-current for over 12 months.

2.5.1.4. PCA or PCS to a Non-CMR position.

2.5.1.5. As deemed necessary by the certifying official.

2.5.1.6. A disqualifying medical condition as determined by HQ AFGSC/SG.

2.5.2. Recertification.

2.5.2.1. Personnel must meet requirements outlined in paragraph [2.2.1](#). to be recertified as CMR. MQT/RQT can be tailored to crew member experience level. **(T-2)**

2.5.2.2. When significant hardware, software, or procedural changes impact unit mission requirements, personnel will be recertified to address the changes. HQ AFGSC/A3T will determine the requirement for recertification based on recommendations from SQ/CC. **(T-2)**

**2.6. EAP Certification** . The unit commander is responsible for ensuring each individual is qualified and certified for the unit's EAP mission. EAP certification provides unit commanders a final approval of a crew member's qualification to execute the unit's EAP mission based on demonstrated knowledge and capability.

2.6.1. EAP certifications are required prior to CMR certification, and when directed by a SQ/DO or higher authority.

2.6.2. Format of the briefing is at the discretion of the squadron commander; however, EAP certification briefings must include the following subjects at a minimum:

2.6.2.1. Emergency Action Procedures.

2.6.2.2. Unit's EAP assignment and targeting procedures.

2.6.2.3. Execution and termination procedures.

2.6.3. Crew members may certify individually or as a crew. Any crew member participating in an EAP certification is considered to be certifying and will be documented as having accomplished an EAP certification.

2.6.4. EAP certification briefings will be given to the squadron commander or operations officer at a minimum. The squadron commander and operations officer will present their certification briefings to the next senior commander or deputy in the operational chain of command. **(T-2)** At a minimum, certifying officials must have completed initial EAP training on current Operations Plan (OPLAN) procedures (Example: MQT or individual training). **(T-2)**

2.6.5. EAP certifications are not transferrable between missile wings or other units subordinate to 20 AF.

2.6.6. EAP certifications may be required in preparation for a major EAP change. The 20 AF/A3 or higher authority will notify units if an EAP certification is required and will include guidance on minimum requirements for the certification emphasizing new procedures.

2.6.7. At the discretion of the squadron commander, simultaneous crew certifications are authorized.

**2.7. Code Controller Certification** . Units will ensure personnel receive two-person concept (TPC) and nuclear surety training in accordance with AFI 91-101 and AFI 91-104, *Nuclear Surety Tamper Control and Detection Programs* prior to Codes certification. **(T-0)**

**3.1. General** . This chapter outlines the formal training for ALCS MCCM-As. Reference AFH 36-2235v11 *Information for Designers of Instructional Systems Application to Unit Training* for all instructional material development.

3.1.1. Training programs must be designed and implemented using PS to ensure crew members meet the mission requirements for the operational configuration and performance of the weapon system. Training programs will also instruct personnel on new or revised procedures and equipment as directed by AFGSC or per SQ/CC direction. **(T-2)**

3.1.2. Training materials (soft or hard copy) will be retained for a minimum of twelve months. (T-2)

3.1.3. All training scripts and lesson plan documents that simulate real world documents will be marked “For Training Use Only.” Do not store these documents near their real world counterparts. (T-2)

### 3.2. **Physiological Training, Water Survival, and Other Training Courses** .

3.2.1. Physiological Training. The Initial Physiological Training course (Altitude Chamber) is required as part of the AFSC-granting formal training program to be a non-rated aircrew member, (i.e. MCCM-A), and will be accomplished prior to ALCS training start date. (T-2)

3.2.2. Water Survival. The Water Survival course is required to fly as a MCCM-A, and should be accomplished prior to ALCS training start date.

3.2.3. Other Training Courses. Accomplish additional local training courses, as required by host base (i.e. Local Area Survival Training & Aerospace Flight Equipment Training). (T-3)

3.3. **ICBM Weapons Instructor Course (WIC)**. This course is taught at the USAF Weapons School. Candidates undergo a competitive selection process. Weapons officers will be assigned as the Weapons Flight Commander, Weapons Branch Chief, or Weapons ADO and will not be assigned unrelated additional duties IAW AFI 11-415.

3.3.1. The ICBM WIC develops officers through advanced instructor training in the planning, posturing, and employment of the Minuteman III ICBM and US nuclear weapons through all phases of conflict.

3.3.2. The ICBM WIC trains weapons instructors possessing the knowledge and skills necessary to provide weapons and tactics expertise at the squadron, wing, and higher headquarters (HHQ) level. Graduates will lead unit weapons and tactics development and provide in-depth expertise throughout the ICBM community and nuclear enterprise. Graduates are trained to be experts in the full array of weapons and weapons-related equipment allowing them to integrate with other weapons systems to increase the effectiveness of joint force employment. (T-2)

### 3.4. **20 AF ICBM Center of Excellence (ICE) Courses**.

3.4.1. Instructor Methods Course (IMC). This course focuses on MPT and classroom instruction and debriefs. At the end of the course, each student teaches a classroom lesson plan.

3.4.2. Operations Evaluator Course (OEC). This course focuses on LCC and MPT evaluations, evaluation protocol, evaluator discretion, inbriefs, debriefs, evaluation documentation, and deviation assessment. During the course, each student completes various mock deviation assessments.

3.4.3. Scriptwriter’s Scenario Course (SSC). This course focuses on the development of unit training and evaluation scenarios used in the MPT. Students are trained on how to write and program an effective training or evaluation script with an opportunity to program MPT scenarios on the MEPCT during an in-class practical exercise.

3.4.4. Advanced ICBM Operations Course (AIOC). This course provides students with advanced knowledge and understanding of various roles within nuclear operations from a strategic and tactical perspective. Course includes hands-on classroom, guest lectures, and laboratory visits. Specific instruction on history, policy and legal aspects of nuclear operations is combined with exercises designed to give a broad perspective of the nuclear enterprise.

3.4.5. Flight Commander Course. This course provides CGOs with an understanding of leadership models/behaviors, professional relationships, role/responsibilities of NCOs and SNCOs and base agencies and their roles available to leaders in crisis situations. The target audience is officers selected by Squadron CC for duty as Flight Commander. The course will be taught at the unit level. Course material/products will be provided by the ICE.

4.1. **General.** Qualification training includes MQT and RQT.

4.2. **Mission Qualification Training (MQT)** . MQT upgrades newly assigned MCCM-As to CMR in order to accomplish the unit's missions. Guidance in this chapter is provided to assist the unit in developing their MQT program. Units may further tailor their program based on current qualification, experience, currency, documented performance, and formal training.

4.2.1. The MQT program will include the following: **(T-2)**

4.2.1.1. ALCS weapon system, EAP, and codes training needed to attain CMR status.

4.2.1.2. Missile safety and nuclear surety training.

4.2.1.3. Training must be provided on the ALCS EAP assignment, procedures, and responsibilities.

4.2.1.4. APT session(s) is/are required prior to CMR certification. Quantity and content of training is determined by the squadron commander.

4.2.1.5. A familiarization tour of the Airborne Command Post (ABNCP) and the Alert Facility. The SQ/CC may waive this requirement.

4.2.1.6. Training on local procedures.

4.2.2. While in MQT, all training accomplished may be recorded to establish currency dates. However, the MCCM-As in MQT will not receive proficiency credit toward the current RTM cycle. The MCCM-A must be CMR certified in order to receive proficiency credit. MCCM-As are exempt from RTM reporting requirements for the RTM cycle they enter. **(T-2)**

4.3. **Requalification Training** . RQT is given to qualify crew members who have been CMR decertified in order to restore the individual to CMR status. RQT will be developed by the unit to address the situation leading to the crew member's decertification and to meet the training requirements for the individual. The RQT will be approved by the individual's certifying official. **(T-2)**

5.1. **General** . The CT program provides crew members with the training necessary to maintain proficiency in the assigned certification/qualification level. The unit commander is

ultimately responsible for ensuring crewmembers receive sufficient CT to maintain individual proficiency.

**5.2. Ready ICBM Program (RIP)** . The RIP is designed to focus training on capabilities needed to accomplish the mission in a safe, secure, and effective manner. The program provides crew members with the volume, frequency, and mix of training necessary to maintain proficiency in the mission. Events accomplished on alert or in the APT are used to achieve currency and proficiency. Total event numbers are minimums. Minimums are set to ensure training continually meets all mission requirements. These minimums will not be reduced except in proration or waiver situations. Squadron commanders have the authority to set the quantities higher based on operational needs. Events and frequencies listed in the currency table are those events that every crew member must accomplish in order to maintain a minimum level of currency to perform the mission. Events listed in the proficiency table are those events that must be accomplished by each crew member by the end of the training cycle. **(T-2)**

5.2.1. The Squadron Commander has the authority and is expected to tailor their unit's training program to focus on those events and TTPs that are most critical to mission accomplishment.

5.2.2. MCCM-As should accomplish two APT training sessions per month. One will be a realistic scenario-based session produced by the unit (standardized script). The other session will be based on MCCC-A and instructor assessment of proficiency needs and areas for improvement (flex script). The actual number of APT sessions may vary based on MCCM-A experience, individual requirements, or at the unit commander's discretion (e.g., a SQ/CC, DO, ADO or Flt/CC may want a new MCCC-A to accomplish three sessions in one month to gain experience, while an experienced instructor may only require one session to accomplish their required RTM events). APT sessions do not affect CMR status provided the member is current in all events listed in RTM. CMR individuals who do not receive the second APT session will be tracked and briefed at the TRB. **(T-2)**

5.2.2.1. MCCM-As will not accomplish both APT training sessions on the same day unless operational requirements dictate otherwise or as directed by SQ/CC.

5.2.2.2. Units will reference Attachment 3 for the training scenario/script guide and Attachments 4 and 5 for applicable PS and task constraints.

5.2.3. Log all events accomplished in training, evaluations or on operational alert into ARMS/PEX or local documentation process if ARMS/PEX not available. The unit is responsible for tracking currency and proficiency events accomplishment.

**5.3. RIP Reporting** . Squadron RIP training status reports are intended to provide a snapshot assessment of squadron readiness as supported by RIP guidance. RIP is designed to provide the minimum required mix of semi-annual events and sorties a MCCM-A must accomplish to sustain combat mission readiness. Accurate reporting of RIP events and alerts accomplished permits the MAJCOM to apply resources, policy, or guidance to address or prevent shortfalls. Additionally, this report provides an opportunity for the squadron commander to provide valuable feedback to the MAJCOM on the overall effectiveness of the RIP. Reference current RTM for report template. **(T-2)**.

**5.4. Training Review Board (TRB)** . The purpose of the TRB is to identify currency and proficiency progress and trends, determine manning utilization, discuss any limiting factors (LIMFACS) inhibiting training and recommend updates or changes to the RIP. The TRB typically covers the following topics: CT, waivers, in-unit qualification training and other items as desired by the convening commander.

5.4.1. The SQ/CC will chair a TRB once a quarter and additionally as needed. Panel members should include DO, ADO, Flt/CCs, and other members as deemed appropriate by the convening commander.

5.4.2. LIMFACS are factors (constraints, restrictions, etc.), that degrade training effectiveness (e.g., the APT was shut down for 2 months to undergo an upgrade; simulator availability impacted).

5.4.2.1. Report only significant LIMFACS of events that affect a significant number of the ALCS crew force. Include possible solutions or specific assistance required, if able. AFGSC will address noted LIMFACS and engage USSTRATCOM J3 as required.

5.4.3. The unit will forward quarterly TRB/RIP reports to 20 AF/A3 and AFGSC/A3T as soon as feasible following the completion of a TRB or RTM training cycle and whenever the convening commander deems a report is appropriate. These reports should coincide with mid-cycle and end-of-cycle for the RTM. **(T-2)** Additionally, include all training requirements waived.

**5.5. Academic Training Requirements** . Academic training sessions are designed to facilitate discussion of weapon system and EAP concepts, operations, and problems.

5.5.1. Academic training will be accomplished quarterly and include, at a minimum, a subset of the requirements listed in current RTM. Training sessions will be conducted by instructors. Waiver authority for academic training specified is IAW the referenced directive listed in the RTM **Table A1.3**. **(T-2)**

5.5.1.1. RTM **Table A1.3** covers the minimum required topics that must be shown in the academic environment. Units are encouraged to also use academic training days as an opportunity to have focused conceptual discussions on integrated topics that help provide the “why” and “how” behind the weapon system and crew procedures.

5.5.1.2. Additional discussion topics may include, but are not limited to: Targeting, LF and ALCS Subsystems, NC2, EAP, Codes, and Weapon System Safety Rules (WSSRs).

5.5.2. The SQ/CC is responsible for establishing and maintaining the academic training program. Unit commanders will ensure crew members accomplish academic training requirements. Unit commanders may direct additional training as necessary. **(T-2)**

5.5.3. A certified instructor must be present when an uncertified instructor is conducting academic training.

**5.6. Self-Study Training** . The unit will ensure self-study programs are produced as needed to complement the unit’s academic training program. **(T-2)**

5.6.1. Self-study programs should be designed to assist MCC-As on conceptual topics (e.g., topics similar to items covered in academic training) and requirements that cannot easily be demonstrated in the APT or on alert (e.g., ALCS Codes Posture/Deposture, UHF Radio Guide, Weapon System Safety Rules, E-6B Emergency Procedures).

**5.7. Proration of End of Cycle (Semi-annual) Requirements** . The SQ/CC may prorate proficiency event (RTM Table A1.2) training requirements. Prorate end of cycle requirements when Duties Not to Include Flying (DNIF), emergency leave, or TDY preclude training for a portion of the training period. Ordinary annual leave will not be considered as non-availability. This allows for accurate reporting of mission and event accomplishments. **(T-2)**

5.7.1. Proration will only be used to adjust for genuine circumstances of training non-availability, not to mask training or planning deficiencies. It allows the SQ/CC the flexibility to waive a portion of the proficiency requirements based on the criteria described in the following paragraphs. **(T-2)**

5.7.2. Proration is based on cumulative days of non-availability during the training period. Use Table 5.1 to determine the number of months to be prorated based on cumulative calendar days of non-availability. **(T-2)**

**Table 5.1. Proration Allowance**

CUMULATIVE DAYS OF NON AVAILABILITY	MONTHS OF PRORATION ALLOWED
0 – 15	0
16 – 45	1
46 – 75	2
76 – 105	3
106 – 135	4
136 – 165	5
166 – 180	6

5.7.2.1. Proration Example: A crew member was granted 17 days of short notice leave for an emergency in January and attended SOS in residence from March through April for 56 consecutive calendar days. Based on 73 days of cumulative non-availability (Table 5.1), the SQ/CC authorized a total of 2 months proration from the training cycle.

5.7.3. Use the following formula to determine training requirements: number of months available multiplied by the event volume divided by the number of months in the training period. Round down to the nearest whole number (e.g., 5.6 rounds to 5), but not less than 1 unless the individual was available for less than 30 days during the training cycle. Example: Months available (4) divided by Total months in RTM (6) = 66.66% of each proficiency event. Then (66.66% x event volume (i.e., 24 [AL00 - DMCCC]) = 15.99, which rounds down to 15. Therefore, 15 alerts are required for the training cycle.

5.7.4. If MQT is re-accomplished, a crew member's training period will start over at a prorated share following completion of MQT training.

5.7.5. Newly assigned crew members and crew members achieving CMR after the 1st of the month are considered to be in CT on the first day of the following month for proration purposes. A prorated share of RIP proficiency events must be completed in CT. Prior to CMR Certification, newly assigned crew members may only fulfill RTM currency requirements during MQT or RQT. Following CMR certification, crew members are eligible to fulfill proficiency requirements.

5.7.6. A crew member is authorized 1 month proration prior to a Permanent Change of Station (PCS) to another CMR position.

5.7.7. RTM tasks may be prorated or waived but cannot be both for an individual.

**5.8. Training Locations** . The APT provides a controlled off-line environment to emphasize crew interaction, dynamics, and prioritization while simulating operational scenarios to accomplish training in addition to an ALCS configured aircraft.

5.8.1. Units should maximize use of an off-line environment to conduct training. When training devices are off-line, non-existent or degraded, efforts shall be made to limit the impact on the operational environment.

5.8.2. Prior to conducting a training session in the operational environment, units must gauge impact to ABNCP or ALCS Test operations before accomplishing training aboard the aircraft. The on-duty MCCC-A or Test Manager maintains authority during the session. Only ALCS certified instructors may conduct training in the operational environment. Safety and operational requirements take priority over simulated activities.

5.8.2.1. If, during the course of operational training, a change in status occurs and the trainee is unable to detect the change, instructors will apply the following: **(T-2)**

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

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

5.8.3. Only certified instructors are authorized to conduct RTM training in the APT.

**5.9. Specialized Training (ST)** . ST is developed, conducted and documented under the supervision of a certified instructor to train crew members on new/changed procedures, hardware or software changes (when RQT is not warranted); significant upcoming events (Simulated Electronic Launch-Minuteman (SELM), code change, communication system exercises, etc.). ST will be developed by the unit's Weapons and Tactics Flight based on the operational impact(s) of the new or changed procedure(s), hardware, or software. **(T-2)**

5.9.1. Changes directly affecting mission accomplishment or safety, as determined by the SQ/CC, will be trained to all personnel before they perform crew duty (alert, evaluation, or APT session, etc.), otherwise, changes will be trained to all personnel during CT. Only authorized instructors will develop and deliver ST.

5.10. **Supplemental Lesson Plans (SLP).** SLPs will be developed by the unit's Weapons and Tactics Flight based on the operational impact(s) of the new or changed procedure(s), hardware, or software. The Training Flight will teach all SLPs to appropriate personnel.

5.11. **Missile Wing Continuation Training.** 625 STOS personnel, as core 13Ns, will return to the Missile Wings on a semi-annual basis to complete familiarization and specialized training.

5.11.1. 625 STOS personnel will accomplish two Missile Procedure Trainer (MPT) sessions, any recent ST or classroom training and attend mission planning to give 625 STOS mission briefs during each visit. **(T-3)**

5.11.2. 625 STOS CC may waive this semi-annual requirement at his/her discretion to meet operational requirements. This requirement will have no impact on ALCS CMR status. **(T-3)**

5.11.3. 625 STOS will coordinate number of personnel, the dates and location of training with 20 AF/A3 at least 60 days in advance of intended training start date. 20 AF/A3 will ensure that the date and location of training is communicated to the appropriate agencies at the missile wing.

6.1. **Instructor Upgrade and Certification Program (ICP).** The ICP is developed and administered to ensure certified instructors can conduct standardized, objective based training.

6.1.1. AFGSC/A3T in conjunction with 625 STOS will develop a standardized instructor training program to meet initial and recurring instructor training requirements. **(T-2)**

6.1.2. Squadron Commanders will administer and document certifications. **(T-2)**

6.2. **Instructor Training Requirements.** Instructor trainees will be observed and supervised by a certified instructor during all instructor training activities. Prior to certification, instructor trainees must fulfill the following requirements: **(T-2)**

6.2.1. Observe a certified instructor conduct a training session using a standardized script. Observing a training session includes participation in pre- and post-training activities.

6.2.2. Complete an instructor trainee observation program.

6.2.3. Units will develop and conduct an instructor observation program to observe and provide performance feedback to instructor trainees.

6.2.3.1. Individuals must be observed administering a set of APT training sessions for certification by a certified instructor. The quantity and content of the training sessions is determined by the Squadron Commander. Individuals previously certified as an instructor are only required to be observed administering a minimum of one standardized APT training session.

6.2.4. Receive instruction on the following items:

6.2.4.1. Instructor responsibilities.

6.2.4.2. APT configuration.

- 6.2.4.3. Training material handling and control procedures.
- 6.2.4.4. Training presentation techniques.
- 6.2.4.5. Identifying deficiencies.
- 6.2.4.6. Pre- and post-training requirements and activities.
- 6.2.4.7. Documentation requirements.
- 6.2.4.8. Construction and administration of individual or multiple-event training scenarios.
- 6.2.4.9. Construction and administration of lesson plans.
- 6.2.4.10. Any unit policies and requirements.

6.2.5. Complete 93/INST-1N/A Instructor Fundamentals 1 and 93/INST-2N/A Instructor Fundamentals II via Advanced Distributed Learning System (ADLS) by selecting ADLS Gateway, AETC, Curriculum, Flight Instructor Preparatory and then desired course.

**6.3. Instructor Certification** . Instructors will be trained, observed, and recommended for certification. **(T-2)**

6.3.1. Prior to certification, instructors will attend 20 AF/ICE Instructor Methods Course (IMC) unless previously attended. Document completion of ICE courses. **(T-2)**

6.3.1.1. Units will address waiver requests to AFGSC/A3T, with a courtesy copy provided to

20 AF/A3NV, containing names of individuals that cannot attend the IMC prior to instructor certification. AFGSC/A3T will provide a reply to submitting unit's waiver request within 15 duty days.

6.3.2. Weapons officers are not required to attend ICE courses, with the exception of the ICE SSC as applicable. **(T-2)**

6.3.3. Only instructors who are CMR are authorized to conduct formal instruction on the E-6B.

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

6.3.5. The Squadron Weapons and Tactics Flt/CC or higher authority is authorized to conduct certification observations for instructor trainees.

6.3.6. The SQ/CC, SQ/DO, ADO, and unit Weapons Officers are automatically certified as instructors based on the position. APT familiarization and operational training may be required based on member's experience level prior to giving training in the APT.

6.3.7. If the instructor trainee is not recommended for certification during their certification training session, the certified instructor observing the training will become the instructor of record. **(T-2)**

6.3.8. If an instructor fails to certify after being observed, retraining must be accomplished in the deficient area(s) before the next attempt at certification.

6.3.9. After the instructor trainee has been trained and observed administering applicable training session, the individual that observed the trainee will provide certification recommendations to the SQ/CC or DO.

6.3.10. The unit commander or operations officer will certify individuals as instructors and document their certification. **(T-2)**

**6.4. Instructor Recurring Training Requirements** . Instructors must be trained, observed and maintain currency. **(T-2)**

6.4.1. Instructors must receive recurring instructor training to ensure standardization and to maintain instructor proficiency. Recurring instructor training will be conducted quarterly. **(T-2)**

6.4.2. Units will develop and conduct an instructor observation program to observe and provide performance feedback to each instructor once a year. Observations will be conducted by the Squadron Weapons and Tactics Flt/CC or higher authority.

**6.5. Instructor Restricted Status.** An individual may be prohibited from performing instructor duties without being decertified.

6.5.1. Instructors will be prohibited from providing training if: **(T-2)**

6.5.1.1. The instructor is placed in restricted status due to an unqualified rating on any phase of an evaluation or receives a commander directed downgrade IAW AFGSCI 13-5302V2. The instructor must successfully complete corrective training and/or an APT evaluation prior to administering training.

6.5.1.2. The instructor becomes non-current or is in regression for any event and the SQ/CC determines the loss of currency or proficiency for that event is of sufficient importance to consider the individual un-qualified to perform instructor duties. If the SQ/CC does not elect this option, instructor status may be retained, but the instructor will not instruct in that event until the required currency or proficiency is regained.

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

6.5.1.4. The individual fails to receive a recurring instructor evaluation IAW AFGSCI 13-5302V2. Prior to administering training, individual must receive an annual observation.

6.5.1.5. At the discretion of the unit commander or operations officer.

6.5.2. Units will document instructor status on an MFR retained by the unit until corrective actions are complete. **(T-2)**

**6.6. Decertification and Recertification Requirements.** The Squadron Commander will decertify and recertify instructors when needed. The Squadron Commander may delegate authority down to the Operations Officer. **(T-2)**

6.6.1. Units will document instructor decertification using the AF Form 4324 or locally developed document if PEX/ARMS is unavailable. Instructors will be decertified at the discretion of the Squadron Commander or Operations Officer. **(T-2)**

6.6.2. An instructor may be recertified following completion of corrective actions as directed by the certifying official.

**6.7. Tailored Instructor Training.** Once an individual has been certified as an instructor within AFGSC, they will not be required to re-accomplish an entire training program at their new assignment. Training offices must assess the individual's previous instructor experience to determine whether an individual requires further training to meet the unit's needs. At a minimum, provide training on local procedures and equipment before certifying the individual.

**7.1. Training Documentation.** Upon completion of each currency and proficiency event individuals will document the events accomplished to provide a means to track individual performance or progression. **(T-2)**

7.1.1. Documenting Academic Training Events. The instructor of record is responsible for providing events covered during any academic training session to the unit ARMS representative via an AF Form 1522 or locally developed document if PEX/ARMS is unavailable.

7.1.2. Documenting Alert Events. Each MCCM-A is responsible for documenting RTM events during training, evaluations, exercises and alert.

7.1.2.1. All MCCM-As will submit alert events using the Mission Accomplishment Report (MAR), or locally developed document if PEX/ARMS is unavailable, to the unit training office. MARs will also be submitted to the unit ARMS representative for validation, if available. The MCCC-A of record will provide oversight. **(T-2)**

7.1.3. Unit Training Office and, if available, unit ARMS representative, will retain documentation of academic training currency and proficiency events as applicable for individual crew members. **(T-2)**

**7.2. New or Upgrade System Requirement .** For new or upgraded missile systems, the unit training office will develop the training program to meet requirements within this instruction, AFGSCI 13-5302v4, AFGSCI 36-283, *Intercontinental Ballistic Missile Training System Management*, and AFGSCI 10-604, *Global Strike Operational Weapon Systems Management*. **(T-2)**

7.2.1. 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 SMEs.

7.2.1.1. The SQ/CC or designated representative will appoint a limited number of SMEs in writing. Forward the SME designation memorandum through the chain of command directly to HQ AFGSC/A3T and 20 AF/A3.

7.2.1.2. 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.

7.2.1.3. SMEs must accomplish the appropriate training for the duty position, such as contractor-provided Type I training and meet requirements in paragraph 2.2. Upon completion of SME training, individuals will be CMR. The primary duty of the CMR

certified SMEs is to develop technical documentation, training materials, and to conduct training. **(T-2)**

7.2.2. SMEs will be evaluated in accordance with AFGSCI 13-5302v2. **(T-2)**

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

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFGSCI 10-604, *Global Strike Operations Weapon System Management*, 1 December 2009

AFGSCI 13-5302v2, *Airborne Launch Control System (ALCS) Crew Stan/Eval*, 12 October 2011

AFGSCI 13-5302v4, *ALCS Emergency War Order (EWO) Training and Evaluation Procedures*, 1 August 2011

AFGSCI 36-283, *ICBM Training System Management*, 1 December 2009

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 44-170, *Preventative Health Assessment*, 30 January 2014

AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

AFI 91-101, *Air Force Nuclear Weapons Surety Program*, 15 August 2014

AFH 36-2235 Vol 11, *Information for Designers of Instructional Systems Application to Unit Training*, 1 November 2002

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

AFMAN 36-2236, *Guidebook for Air Force Instructors*, 12 November 2003

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

DoDM 5210.42\_AFMAN 13-501\_AFGM2016-01, *Nuclear Weapons Personnel Reliability Program (PRP)*, 10 March 2016

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

STRATCOM Directive 501-1, *ALCS Operation*

STRATCOM Instruction 530-02, *Airborne Command Post Concept of Alert Operations*

T.O. 21M-LGM30F-1-24, *Airborne Launch Control Center Operation Instructions*

***Adopted Forms***

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

AF Form 1522, *ARMS Additional Training Accomplishment Report*

AF Form 847, *Recommendation for Change of Publication*

AFGSC Form 91, *Record of Qualifications, Certifications and Associated Events*

AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

***Abbreviations***

**AAC**—Assignment Availability Code

**ABNCP**—Airborne Command Post  
**ADO**—Assistant Operations Officer  
**AF**—Air Force  
**AFGSC**—Air Force Global Strike Command  
**AFGSCI**—Air Force Global Strike Command Instruction  
**AFH**—Air Force Handbook  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management System  
**ALCS**—Airborne Launch Control System  
**AMR**—ALCS Mission Ready  
**APT**—Airborne Procedures Trainer  
**ARMS**—Aircrew Resource Management System  
**CMR**—Combat Mission Ready  
**COG**—Clarification of Guidance  
**CT**—Continuation Training  
**DoD**—Department of Defense  
**DMCCC—A** – Deputy Missile Combat Crew Commander - Airborne  
**ETEPS**—EWO Training and Evaluation Performance Standards  
**EAP**—Emergency Action Procedures  
**FY**—Fiscal Year  
**HHQ**—Higher Headquarters  
**HQ**—Headquarters  
**ICBM**—Intercontinental Ballistic Missile  
**IG**—Inspector General  
**ICE**—ICBM Center of Excellence  
**IQF**—Individual Qualification Folder  
**IT**—Individual Training  
**LIMFAC**— Limiting Factor  
**MAJCOM**—Major Command  
**MCC—A**– Missile Combat Crew - Airborne

**MCCC—A**—Missile Combat Crew Commander – Airborne

**MCCM-A**—Missile Combat Crew Member - Airborne

**MFR**—Memorandum for Record

**MQT**—Mission Qualification Training

**NE**—Nuclear Event

**OIC**—Operations Instructor Course

**OPR**—Office of Primary Responsibility

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**PEX**—Patriot Excalibur

**PRAP**—Personnel Reliability Assurance Program

**PS**—Performance Standard

**PT**—Proficiency Training

**Q1**—Qualification Level 1

**Q2**—Qualification Level 2

**RDS**—Records Disposition Schedule

**REACT**—Rapid Execution and Combat Targeting

**RQT**—Requalification Training

**RT**—Recurring Training

**SAV**—Staff Assistance Visit

**SELM**—Simulated Electronic Launch Minuteman

**SME**—Subject Matter Expert

**SQ**—Squadron

**ST**—Specialized Training

**STOS**—Strategic Operations Squadron

**STRATCOM**—U.S. Strategic Command

**TDY**—Temporary Duty

**TRB**—Training Review Board

**TTP**—Tactics, Techniques, and Procedures

**UHF**—Ultra High Frequency

**UL**—Unauthorized Launch

**UMD**—Unit Manning Document

**WIC**—Weapons Instructor Course

**WSSR**—Weapons System Safety Rules

## Attachment 2

### MCCM-A TRAINING FOLDERS

**A2.1. Training Folders** . Units will maintain individual training documentation in a training folder for all CMR personnel. Each individual will have a separate folder. Electronic formatted training folders are authorized and recommended, provided a separate electronic folder is maintained for each individual, proper security measures, backup capability, and sustainment plans are in place. **(T-2)**

A2.1.1. Electronically maintained training folders will have two folders. Folder title and contents will be in accordance with the following guidance. **(T-2)**

A2.1.1.1. Folder 1 – Certification and Decertification Paperwork. Include all certification and decertification forms, documentation for completed training requirements (to include 20 AF/ICE course completions), and all AF Form 4324s.

A2.1.1.2. Create subfolders as needed to organize documents for ease of reference.

A2.1.1.3. Applicable waivers and/or associated MFRs to support actions taken that affects an individual's qualification/certification will be maintained in the appropriate folder. **(T-2)**

A2.1.2. Folder 2 – Formal Training. At a minimum, the unit must retain all Training Accomplishment Reports (TARs) for MQT and any upgrade training.

A2.1.2.1. Create subfolders as needed to organize documents for ease of reference.

**A2.2.** For hardcopy records that are to be maintained, the training folder will have two sections and will be maintained according to the following guidance.

A2.2.1. Section 1 – Certification and Decertification Paperwork. Include all certification and decertification forms, documentation for completed training requirements (to include 20 AF/ICE course completions), and all AF Form 4324s.

A2.2.1.1. File most recent AF Form 4324 is on top.

A2.2.1.2. File any applicable waivers and/or associated MFRs to support actions taken that affects an individual's qualification/certification directly behind the corresponding certification document.

A2.2.2. Section 2 – Formal Training. At a minimum, the unit must retain all TARs for MQT and any upgrade training.

**A2.3.** Units will develop a plan to ensure adequate security procedures are in place to prevent tampering by unauthorized personnel and to document timely back-up and recovery procedures. Regardless of format (hardcopy or electronic), the unit is ultimately responsible for the information contained on these forms. **(T-2)**

**A2.4.** Units will add required documents to the training folder within one week following completion of any event requiring documentation. **(T-2)**

**A2.5.** Units will provide the training folder to the individual upon their PCS for transfer to gaining unit. **(T-2)**



### Attachment 3

## TRAINING SCENARIOS AND SCRIPTS GUIDE

**A3.1. Training Scenarios** . The purpose of a training scenario is to reinforce academic training, guide individual self-study, and allow students to develop proficiency and expertise. Units have the responsibility to ensure technical accuracy of training scripts, lesson plans and associated products.

A3.1.1. Crew members should be trained in a realistic crew environment.

A3.1.2. Each APT session must have the following items available:

A3.1.2.1. TEAP TF-214.

A3.1.2.2. ALCS Intel Guide.

A3.1.2.3. Training targeting documents [e.g., Handbook for ICBM Targeting (HIT) TF-214, Training Target and Timing Document (TTATD), Training Reserve Force Target List (TRFTL) and execution plan/target case prints, as applicable].

A3.1.2.4. Launch keys.

A3.1.2.5. Applicable directives [e.g. AFI 91-117, AFGSCI 13-5304, Commander USSTRATCOM Emergency Action Procedures (EAP-STRAT) Volume 1, *General (TS)*, EAP-STRAT Volume 8, *ICBM and ALCS Procedures (S)*, EAP-STRAT Volume 11, *LERTCON System (S)*, and EAP-STRAT Volume 16].

A3.1.2.6. Checklists and simulation materials not listed above that are necessary to present a scripted scenario.

A3.1.3. Crews will receive a focused training session immediately prior to the standardized APT training. Crews will conduct mission planning prior to entering the APT to apply critical thinking skills necessary to execute the event. **(T-2)**

A3.1.3.1. Prior to entering the APT, the instructor will provide focused training; it will consist of an instructor-led discussion of events that will be accomplished by the MCC-A during the APT session. Unit will develop a lesson plan associated with the standardized script that is tailored by the instructor to meet the needs of the MCC-A. **(T-2)**

A3.1.3.2. MCC-A mission planning will be conducted prior to the APT session as outlined in the ALCS Mission Planning & Debrief Guide. **(T-2)**

**A3.2. Debriefing and Out briefing the Trainee.** The crew debrief and instructor out brief provides feedback to the trainee and the training program.

A3.2.1. The debrief is intended to provide crews the opportunity to conduct critical self-assessment of their performance, identify deficiencies and develop mitigation strategies for continual improvement. Data gathered in debrief will be used in the formal instructor out brief. **(T-2)**

A3.2.2. The out brief is intended to provide instructors the opportunity to discuss positive performance, strengths and crew goals, any noted deficiencies, probable causes, areas for improvement, deficiency mitigation, and direct or indirect impacts to the mission, personnel, and other organizations.

**A3.3. Scenario Support Personnel.** Scenario support personnel are individuals in addition to instructors that participate in presenting a training scenario as required. These may include, but are not limited to, APT operator, trusted agents, and other personnel necessary to ensure proper scenario presentation.

**A3.4. Training Scripts.** The unit will produce and coordinate all training scripts. Instructors will use scripts to conduct training scenarios to ensure standardization of presentation and proper application of performance standards. **(T-2)**

A3.4.1. Scripts will contain valid peacetime and wartime stimuli as appropriate. Stimuli will be identified by RTM event ID and task description. The script should contain the following as applicable: information for instructors, initiation instructions, simulated inputs, appropriate agency responses, expected trainee response, status card inputs, and instructor notes. **(T-2)**

A3.4.1.1. Estimated scenario run times, if included, are for scenario presentation only and do not establish a time standard for completing actions. Applicable time standards must be annotated within the script.

A3.4.2. Do not create actual conditions that could jeopardize personnel safety or cause equipment damage.

A3.4.3. Each scenario based script should include, at a minimum, the following focus areas: Mission Planning, EAP, Emergency Procedures (EP), and Nuclear Surety related items.

A3.4.4. Script training content for CT should not be designed to exceed 2 hours.

A3.4.5. Units can determine when to remove a training script from active use in either paper or electronic copy. Units will maintain scripts for at least 12 months following removal from active use. This does not require a removable storage element for old revision products. Off-line scripts do not require updates. **(T-2)**

A3.4.5.1. Scripts must utilize a system to track changes made throughout the script's effective time. Units will include a List of Effective pages tracking all changes to the script after publication date.

A3.4.6. Script Coordination. All products or scripted events will be coordinated with applicable offices and agencies for approval. Training products should be coordinated through the respective Subject Matter Experts (i.e. 625 STOS/DOM, J38, etc.) to ensure technical accuracy. **(T-3)**

**A3.5. Performance Standards (PS) and Timing Constraints.** The PS are designed to ensure crew members meet the mission requirements for the operational configuration and performance of the weapon system. PS apply in all venues (i.e., training, evaluations, and field operations). However, due to the dynamic nature of field operations, circumstances may exist that do not allow crew members to meet established PS. For these situations, the crew will prioritize and accomplish required actions in an expeditious manner.

A3.5.1. PS will be used for preparing and presenting training and evaluation materials. **(T-2)**

A3.5.2. PS are divided into three levels.

A3.5.2.1. Level A - Tasks, if not performed correctly in the operational environment, could result in mission failure, endangerment of human life, serious injury or death.

A3.5.2.1.1. Level A tasks have the greatest potential for mission and/or personnel impacts and drive the most stringent training and evaluation program requirements.

A3.5.2.1.2. An asterisked Level A is used where a direct correlation exists between exceeding the time and a tangible undesirable outcome, or a task requires a higher level of proficiency necessary for mission accomplishment.

A3.5.2.1.3. Non-asterisked Level A performance standards provide an objective measurement guideline for performances requiring urgent action. Because event outcome may be influenced by outside factors, there is not always a direct correlation between outcome and successful completion of task-associated actions within the specified time parameter(s). Exceeding one of these times may not indicate a serious deficiency based on judgment and assessment of the specific scenario.

A3.5.2.1.4. If the subsequent event has a Level A time standard, time it normally, without adjustment for the "pending" original time standard.

A3.5.2.1.5. When more than one Level A time standard is running simultaneously, time them concurrently only if specifically written for concurrent timing, otherwise, time separately and sequentially.

A3.5.2.2. Level B - Tasks deemed integral to the performance of other tasks and required to sustain acceptable weapon system operation and mission execution. Level B tasks apply where no finite time standard can be identified, but depending on the specific task and scenario, may require expeditious action in order to prevent mission failure, serious injury, or death (e.g., Perform In-Flight CV Load).

A3.5.2.3. Level C - Rudimentary or simple tasks related to weapon system operations that by themselves have little or no impact on mission execution. The standard is to accomplish the task proficiently in accordance with technical orders and governing directives.

A3.5.3. Scenario Constraints. All training scenarios should be realistic, although this is a secondary consideration to ensuring adequate training of concepts and procedures. Compliance with constraints in Attachment 4-6 are strongly recommended for unit created training scenarios.

**A3.6. Status Presentation.** Crew members must be presented proper configuration and status for operational realism.

A3.6.1. Instructors should always provide status that crew members would normally detect with their senses (heat, air, smoke, etc.) when it cannot be simulated by the APT. Status cards will be used to the maximum extent possible. Instructors will ensure proper configuration is programmed whenever possible or briefed to the crew. **(T-2)**

A3.6.2. Status presentation requirements and configuration actions for fire/overheat conditions, nuclear detonation (NUDET) and Electromagnetic Pulse (EMP)/High Altitude Burst (HAB) are located in AFGSCI 13-5302v4 for additional presentation or configuration requirements.

A3.6.3. Status cards and briefings will be standardized and presented in accordance with 20 AF direction.

**A3.7. Briefings.** It is the responsibility of the instructors to conduct appropriate briefings throughout the course of the APT session.

A3.7.1. Instructors will conduct a pre-brief to set the environment of the training and to ensure the trainee clearly understands expectations, responsibilities, limitations and other rules of engagement before being administered training scenarios. **(T-2)**

A3.7.2. For training scenarios conducted in the operational environment, instructors will pre-brief the on-alert ALCS Officer, Aircraft Commander, Mission Commander, and Test Manager as applicable, ensuring they understand their roles and limitations. **(T-2)**

A3.7.2.1. Safety and operational requirements take priority over simulated activities. Instructors will intervene to prevent a safety hazard or damage to equipment. Additionally, for training conducted in the operational environment, instructors will intervene to prevent mission failure or degradation. **(T-0)**

A3.7.3. Instructors may use briefings as necessary for scenario transitions, scenario presentation in accordance with the script and to emphasize concepts presented in the lesson plan.

A3.7.4. Instructors will not lead or prompt trainees into taking a correct action, except in an operational environment. To ensure effective use of training resources and prevent improper procedures from being reinforced, they may step in to redirect trainees once they are satisfied the crew is accomplishing incorrect actions or failing to accomplish required actions. **(T-2)**

A3.7.4.1. Provide training to correct deficiencies and reinforce the proper actions for task accomplishment as soon as practical after a trainee takes an incorrect action.

## Attachment 4

**LEVEL A PERFORMANCE STANDARDS (PS) FOR AIRBORNE LAUNCH CONTROL WEAPON SYSTEM****LC13G PERFORM PRE-FLIGHT****Constraints:**

1. If performing this task for urgent aircraft launch under wartime or BUGGY RIDE criteria, evaluate to level A.
2. The aircraft must be operating on external power cart or aircraft APU when wartime or BUGGY RIDE launch criteria are presented.
3. If performing this task for routine aircraft launch, evaluate to level C.

**Table A4.1. Perform Pre-Flight**

<b>PERFORMANCE</b>	<b>STANDARD</b>
1. Apply CRPS Power as required, set VKA switches to ARM, and close and lock VKA access door.	1.1. Within 5 minutes of notification that aircraft engine generator power has stabilized.

**EP01A PERFORM FIRE/OVERHEAT PROCEDURE****Constraints:**

1. Affected equipment must have electrical power applied during presentation of fire or overheat condition.
2. If flames appear prior to electrical isolation, only performance 3 applies. Evaluate the subsequent electrical isolation actions to level B.

**Table A4.2. Perform Fire/Overheat Procedures**

<b>PERFORMANCE</b>	<b>STANDARD</b>
1. Notify Pilot/ACO and electrically isolate any overheat condition IAW the ALCS FIRE OR OVERHEAT checklist.	* 1.1. Within 1 minute of initial indications.
2. Simulate application of fire extinguisher.	* 2.1. Within 30 seconds of the appearance of flames.
3. Notify Pilot/ACO and simulate application of fire extinguisher.	* 3.1. Within 30 seconds of the appearance of flames.

**EP02B PERFORM EMERGENCY PRE-FLIGHT PROCEDURES****Constraints:**

1. If power shift is required, it will occur immediately upon notification that the MCC-A is ready for power shift.

**Table A4.3. Perform Emergency Pre-Flight Procedures**

<b>PERFORMANCE</b>	<b>STANDARD</b>
1. Configure ALCS equipment, apply CRPS Power as required, set VKA switches to ARM, and close and lock VKA access door.	1.1. Within 6 minutes of presentation of wartime or BUGGY RIDE launch criteria.

**EP11A PERFORM EMERGENCY VOLATILIZATION PROCEDURES****Constraints:**

1. Illumination of the CRASH LANDING warning signal and sounding of the corresponding audible alarm must be presented.
2. Electrical power must be applied to the code processor (CP).

**Table A4.4. Perform Emergency Volatilization Procedures**

<b>PERFORMANCE</b>	<b>STANDARD</b>
1. Press VRBL/PLUG ERASE pushbutton and hold for a minimum of two seconds.	1.1. Within 30 seconds of presentation of the CRASH LANDING warning signal.

**Attachment 5****LEVEL B PERFORMANCE STANDARDS FOR ALCS****A5.1. LC13H PERFORM IN-FLIGHT CV LOAD.**

A5.1.1. If MCC-A has not authenticated an execution order, evaluate crew actions (from point of

VKA safing until VKA re-arming) to level B. Otherwise, evaluate to level C.

A5.1.2. If CV loading is required to configure ALCS for pending wartime commit actions (as defined in AFGSCI 13-5302v4), evaluate entire procedure to level B. Otherwise, evaluate to level C.

**A5.2. LC04A OAS FAULT.**

A5.2.1. If VKAs must be safed while airborne and MCC-A has not authenticated an execution order, evaluate crew actions (from point of VKA safing until VKA re-arming) to level B. Otherwise, evaluate to level C.

**A5.3. LC05A EAS FAULT.**

A5.3.1. If EAS is required to establish ALCS capability for pending wartime commit actions (as defined in AFGSCI 13-5302v4), evaluate to level B. Otherwise, evaluate to level C.

**A5.4. LF10B-LF10D PREPARATORY LAUNCH & ENABLE COMMANDS.**

A5.4.1. If PLC-A/PLC-B/Enable is required for pending wartime commit actions (as defined in AFGSCI 13-5302v4), evaluate to level B. Otherwise, evaluate to level C.

**A5.5. LF10E-LF10F LAUNCH COMMANDS.**

A5.5.1. If ELC/AUTO is required for wartime commit actions (as defined in AFGSCI 13-5302v4), evaluate to level B. Otherwise, evaluate to level C.

**A5.6. EP02C EMERGENCY EQUIPMENT PROCEDURES.**

A5.6.1. When equipment is used in simulated emergency situation (e.g., fire, smoke, overheat, loss of pressure), evaluate to level B. Otherwise, evaluate to level C.

**A5.7. CR00A RESPOND TO POSSIBLE CODE COMPROMISE (PCC).**

A5.7.1. Present PCCs only during ground operations.

A5.7.2. Secure communications will be available.

**A5.8. CM09A PERFORM VOICE TRANSMISSION AND RECEPTION.**

A5.8.1. If task is required for pending wartime commit actions (as defined in AFGSCI 13-5302v4), evaluate to level B. Otherwise, evaluate to level C.

**A5.9. CM09C RADIO SETUP AND CONFIGURATION.**

A5.9.1. If task is required for UHF voice configuration IAW command directives, or for pending wartime commit actions (as defined in AFGSCI 13-5302v4), evaluate to level B. Otherwise,

evaluate to level C.



**Attachment 6****LEVEL C TASK CONSTRAINTS FOR ALCS****A6.1. LC13K - PERFORM CODE SET/TRANSLATE CODE.**

A6.1.1. Presentation of CODE SET of 2 or TRNSLT VALUE other than 00, requires appropriate

documentation (e.g., message traffic, memorandum, PSU label) presented and briefed to MCC-A.

**Attachment 7**  
**DEFICIENCY CODES**

**Table A7.1. Deficiency Codes.**

<b>CODE</b>	<b>TITLE</b>	<b>EXPLANATION</b>
<b>DC01</b>	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.
<b>DC02</b>	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.
<b>DC03</b>	Lack of Association	Did not associate the impact of various statuses. Could not correlate information.
<b>DC04</b>	Lack of Discipline	Inattention to detail, for example, skipped steps, misread clock, or did not detect status. May be indicated by poor checklist discipline.
<b>DC05</b>	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.
<b>DC06</b>	Faulty Prioritization	Accomplished task/subtask, but unnecessarily delayed a relatively more urgent task/subtask.
<b>DC07</b>	Inadequate Crew coordination	May be indicated when one crew member had incomplete status or when the error was attributed to inadequate use of demand-response techniques.