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AIR FORCE GLOBAL STRIKE
COMMAND**

**AIR FORCE GLOBAL STRIKE COMMAND
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Nuclear, Space, Missile, Command and Control
MISSILE ALERT FACILITY MANAGEMENT

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This instruction implements AFD 13-5, *Air Force Nuclear Enterprise*, and AFI 13-530, *Intercontinental Ballistic Missile (ICBM) Nuclear Operations*. It applies to all military personnel assigned to Headquarters Air Force Global Strike Command performing Missile Alert Facility (MAF) duties and Intercontinental Ballistic Missile (ICBM) operations organizations containing MAF Facility Managers. This instruction does apply to the Air National Guard (ANG) and Air Force Reserve Command (AFRC). Organizations at any level may supplement this instruction using the process identified in AFI 33-360, *Publications and Forms Management*. This instruction is consistent with the Air Force Occupational Safety and Health Standards (AFOSH). Refer recommended changes and questions about this publication to the Office of Primary Responsibility, HQ AFGSC/A3IA, using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Unless specifically stated, the authority to waive wing/unit level compliance must be approved by HQ AFGSC A3I. Submit requests for waivers through the chain of command in accordance with paragraph **1.5**

SUMMARY OF CHANGES

This instruction has undergone a significant re-write and requires a complete review. Command and office symbols have been updated for transfer to AFGSC. Specific responsibilities have been

added or amended for the Group Facility Manager (FM) Superintendent MAF Management, Operations Support Squadron (OSS) FM Instructor, OGV FM Evaluator, Squadron Non Commissioned Officers in Charge (NCOICs), MAF FMs, and missile alert facility management operation personnel. Procedures and requirements for conducting training and evaluations have been added or changed.

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Chapter 1

GENERAL PROCEDURES AND RESPONSIBILITIES

1.1. Missile Alert Facility Management Program. The primary mission of the MAF management program is to provide trained Facility Managers (FM) to perform management tasks at the MAF on a 24-hour basis. Additional duties and other taskings that do not directly support the mission will be kept to a minimum to avoid interfering with the successful accomplishment of the mission.

1.2. Resource Utilization. Assigned personnel and resources must be effectively utilized to maximize mission accomplishment. The Operations Group (OG) FM Superintendent MAF Management shall monitor policy to equalize FM alert scheduling as necessary.

1.2.1. Qualifications for entry into the 8S000 special duty are contained in AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*.

1.2.2. Assignment availability codes (AAC) 43 and 50 are used to regulate FM tours of duty. AFI 36-2110, *Assignments*, contains detailed information about the use of AACs. All Air Force Specialty Codes (AFSC) must be submitted to AFGSC/A1KA for addition to Stabilized Tour Guide.

1.2.2.1. The FM tour of duty is four years. An optional 5th year is contingent on manning requirements, needs of the Air Force, and individual duty performance. A code 50 will be applied to FMs at no later than the 4-year point to ensure personnel do not spend more than five years in the facility manager special duty.

1.2.2.2. This tour length will allow for continued career progression, prevent loss of previous AFSC, and will ensure FM duty is only used as a special duty. The OG FM Superintendent MAF Management will monitor and coordinate the tour of duty lengths with the 8S000 Assignment Manager.

1.2.3. Use of the FM to reduce maintenance specialist dispatch should be limited to minor maintenance issues. FMs can perform basic maintenance only after contacting CES for specific task guidance. This process includes assisting CE with troubleshooting over the phone. CES technicians will determine if an FM is authorized to perform a specific maintenance action. This will create efficiencies in clearing minor MAF work orders.

1.2.4. For manning purposes, FMs will not be assigned to positions outside the 8S000 Special Duty Identifier (SDI) that would preclude them from performing duties listed within this AFGSCI.

1.2.5. Workload requirements: The following limitations may be waived by the Squadron Commander (SQ/CC) when operational requirements dictate.

1.2.5.1. The maximum alert days per month should not exceed a total of 16 alert/travel days (17 days in a 31 day calendar month). The minimum alert days per a month should not be less than 12 alert/travel days with the following exceptions: OG FM Superintendent MAF Management, OG FM Evaluator, OG FM Trainer, MAF Supply NCO, and personnel on leave and/or TDY.

1.2.5.1.1. OG FM Superintendent MAF Management and Missile Squadron Superintendent will be a certified FM from within the OG.

1.2.5.2. The minimum duration of an alert tour is 24 hours. This time begins when personnel report for alert duty at support base.

1.2.5.3. Depending on operations tempo, MAF activities should be limited to permit at least 8 hours rest during each 24-hour alert period. This does not preclude response to abnormal indications that require immediate response.

1.2.5.4. FMs normally perform duties at the MAFs within their assigned missile squadron. FMs may be utilized at any MAF to equalize workloads.

1.2.5.5. FMs earn the minimum of two days as a rest period following a MAF alert. Alert time ends when all alert related activities are completed upon return to the support base. **Exception:** a 24-hour alert earns a 24-hour rest period.

1.3. Testing Procedural Improvements. If a unit identifies the need for a new procedure or method to streamline an existing procedure codified in technical orders, CE manuals or HHQ instructions, coordinate with 20 AF/A3NF to determine if testing authorization is required. This will ensure the standardization of any approved change in procedure. Before field-testing new procedures, forward a copy of the test proposal, to include all necessary support information, to HQ AFGSC/A3I, through 20 AF/A3NF. Proposals affecting real property (RP) and real property installed equipment (RPIE) require HQ AFGSC/A4/7 coordination through the base missile engineer (reference AFGSCI 32-1005, *Intercontinental Ballistic Missile (ICBM) Real Property/Real Property Installed Equipment (RP/RPIE) Responsibilities*, with information copies to 20 AF/A3NF and HQ AFGSC/A3IA.

1.3.1. Proposals should include, but are not limited to, the following:

1.3.1.1. New procedure or concept.

1.3.1.2. Anticipated management improvement.

1.3.1.3. Impact outside this instruction.

1.3.1.4. Time required to fully test.

1.3.1.5. Unit point of contact and telephone number.

1.3.1.6. Specific test objectives.

1.3.2. If field-testing is approved, HQ AFGSC/A3I will provide appropriate notification and implementing authority.

1.3.3. Units will coordinate any decision to stop, suspend or resume testing with HQ AFGSC/A3I through 20 AF/A3NF.

1.3.4. Forward progress reports and field test results to HQ AFGSC/A3I, through 20 AF/A3NF for final evaluation. Address each specific objective and assess attainment of that objective in quantifiable terms.

1.4. Clarification and Guidance. Units requiring clarification or guidance on MAF management activities may request this information by AF Form 847.

1.4.1. Send requests to HQ AFGSC/A3I, through 20 AF/A3NF.

1.4.2. Originators/HQ AFGSC/A3I will ensure all units that could be affected are included as informational addressees on the request.

1.4.3. After staffing a response, HQ AFGSC/A3I will answer the request via message to the requesting unit, with information copies sent to 20 AF/A3NF and the other missile units.

1.5. Waiver Authority. HQ AFGSC/A3I is the waiver authority for this instruction unless specifically stated otherwise. Waivers will be granted on an individual and controlled basis. Waiver authority may not be delegated. The intent of waivers is to temporarily obtain authorization for an existing condition. Permanent solutions must be implemented as soon as practical.

1.5.1. Submit fully justified waiver request through 20 AF/A3 to HQ AFGSC/A3I.

1.5.1.1. Describe the specific requirement and state the reason a waiver is required.

1.5.1.2. Indicate when the waiver will no longer be required.

1.5.2. Intermediate command levels will recommend approval or disapproval.

1.5.3. After staffing a response, HQ AFGSC/A3I will answer the request via message to the requesting unit, with information copies sent to 20 AF/A3NF and the other missile units.

Chapter 2

DUTIES AND RESPONSIBILITIES

2.1. HQ AFGSC Directorate of Operations (A3).

2.1.1. Establishes a MAJCOM OPR (HQ AFGSC/A3I, ICBM Operations) to develop policy and guidance for the MAF Management Program and provide assistance on problems that affect compliance when resolution is beyond the scope or resources of 20 AF.

2.2. 20 AF/Manager MAF Operations.

2.2.1. Implement and supplement policies and requirements established by this and other Department of Defense (DoD) and Air Force directives or instructions as required.

2.2.2. Manage subordinate unit activities and provide assistance on problems that affect compliance when resolution is beyond the scope or resources of subordinate units.

2.2.3. Monitor and assess unit mission readiness and management effectiveness. This includes performing unit proficiency inspections in accordance with [Chapter 4](#).

2.2.4. Standardize operations and procedures where possible.

2.2.5. Manage the 20 AF 8S000 Standardized Training Table (STT). The STT identifies tasks that must be trained annually to sustain proficiency based on frequency and/or complexity. Annual training requirements in the STT are broken down on a quarterly basis. Coordinate with each Group FM Superintendent, MAF Management for updates or new requirements specific to each wing. Effective dates for the 20 AF STT will be from January 1 to December 31 annually. 20 AF/A3 will be final approval authority for the 20 AF STT.

2.2.6. Facility Manager Working Group. The location of the annual working group will be determined by 20 AF/A3NF, after coordination with AFGSC/A3IA and Group FM Superintendent MAF Management. The Group FM Superintendent MAF Management will be in attendance. The purpose of this working group is to discuss issues and conduct program reviews, with the overall goal of improving MAF management.

2.2.7. 20 AF/A3NF will serve as the OPR for the Career Field Education and Training Plan (CFETP) and will host the Utilization and Training Workshop (U&TW) as directed by the Air Force Career Field Manager (AFCFM). The purpose of the U&TW is to determine 8S000 training requirements and revise and/or develop an effective CFETP. 20 AF/A3NF will also maintain the CFETP and submit new or revised CFETP versions to the AFCFM for action.

2.2.8. 20 AF/A3NF will conduct an annual review of the CFETP and report inadequacies to the 8S000 CFM. Negative replies are required. 20 AF/A3NF will consolidate inputs for submissions to the 8S000 CFM.

2.3. Operations Group/FM Superintendent MAF Management. The OG/CC is responsible for the quality of MAF management, training, and evaluation within the group. The OG FM Superintendent MAF Management is responsible to the OG/CC for the following management issues:

2.3.1. Superintendents will not establish additional positions for individuals whose duty is accurately described by one of the duty titles identified in this chapter.

2.3.2. Implement and supplement policies and requirements established by this, other (DoD) and Air Force directives, or instructions as required and provide assistance on problems that affect compliance when resolution is beyond the scope or resources of subordinate units. Supplements to this instruction that change the basic policies, procedures, or formats prescribed herein are prohibited.

2.3.3. Develop a program to ensure standardized MAF management program requirements within the group to include task requirements in the Training Business Area (TBA).

2.3.4. Manage the FM assessment program implementing the requirements established in **Chapter 4**.

2.3.5. Manage the FM OJT program to ensure standardized training within the group. Coordinate any changes associated with the 20 AF STT with the OG FM trainer and 20 AF/A3NF.

2.3.6. Manage the supply support function to provide common MAF consumable items (i.e., toilet paper, paper towels, and cleaning products) to all MAFs within the group.

2.3.7. Ensure availability of trained and qualified FMs and ensure equitable manning distribution between missile squadrons.

2.3.7.1. Monitor AACs to properly utilize personnel and meet the needs of the Air Force.

2.3.8. Manage the tool control program that prevents fraud, waste, abuse, and loss.

2.3.9. Prepare local recruitment advertising for news media, interview prospective facility managers, and assist them in applying for special duty.

2.3.10. Conduct initial and annual certifications on OG FM Trainer and Evaluator.

2.4. Missile Squadron Superintendent. Acts as a single point of contact within the squadron concerning MAF management issues. Responsible to the Squadron Commander regarding the overall management of assigned squadron MAFs. The Missile Squadron Superintendent will:

2.4.1. Implement policies and requirements established by this and other DoD and Air Force directives or instructions as required.

2.4.2. Ensure effective utilization of available personnel and resources to maximize the number of alert-qualified FMs and optimize mission effectiveness.

2.4.3. Ensure assigned personnel maintain required proficiency by implementing programs established by the group, AFI 36-2201, *Air Force Training Program*, and **Chapter 3**.

2.4.4. Ensure additional duties do not interfere with individuals' responsibilities to accomplish the unit MAF management program mission.

2.4.5. Manage the overall planning and execution of FM scheduling for the squadron. Ensure availability of trained and qualified FMs.

2.4.6. Assign all new Facility Managers to a MAF and ensure initial interviews are conducted within 30 days of assignment. Initial interview completion date will be documented in TBA by the Missile Squadron Superintendent and the newly assigned FM.

2.4.7. Conduct initial certification observation of newly assigned FMs. Provide the OGV FM Evaluator with a certification letter with the date of certification.

2.4.8. Promptly initiate corrective actions for training and/or assessment deficiencies.

2.4.8.1. At a minimum, the report will include overall MAF appearance, safety/security practices, spot check of FM procedures, and any other areas deemed appropriate. Reports will also include any corrective actions. Reports should be kept on file for a minimum of one year.

2.5. Missile Squadron NCOIC. Responsible to the Missile Squadron Superintendent and Squadron Commander for overall management of Group/Squadron training programs. Will backfill the Missile Squadron Superintendent during extended absences. The Missile Squadron NCOIC will:

2.5.1. Conduct field visits ensuring each MAF is visited at least once a quarter. The program should emphasize safety, security and tech data usage, while observing MAF management tasks and general housekeeping. Document findings (good/bad) in a written report.

2.5.2. Ensure compliance with all Environmental Protection Agency (EPA) requirements.

2.5.3. Coordinate the training schedule with the Missile Squadron Superintendent and OG FM Trainer as applicable.

2.5.3.1. A minimum of two training tours are required for initial qualification. Additional training tours may be required at the Squadron Superintendent's discretion.

2.5.4. Ensure squadron FMs comply with MAF escort and security duty requirements in accordance with security directives.

2.5.5. Ensure compliance with the tool control program and periodically review program for effectiveness.

2.6. MAF Senior FM. Responsible to the Missile Squadron Superintendent for the effective management, supervision, and training of assigned MAF managers. The MAF Senior FM will:

2.6.1. Be the primary trainer for all initial qualification training using the master training plan and lesson plans developed by the OG FM Trainer.

2.6.1.1. Trainer must meet the following criteria prior to performing unsupervised Trainer duties. Be certified by the OG FM Trainer. Annual Trainer observations by the OG FM Trainer are required. Do not exceed 12 months (due date is the last day of the anniversary month) between observations.

2.6.2. Notify the OG FM Trainer of any lesson plan inaccuracies.

2.6.3. Keep journal entries in Training Business Area (TBA) of activities for each trainee to include date accomplished, material covered, and trainee's progress.

2.6.3.1. Sign off all tasks in trainee's Individual Training Plan (ITP) in TBA upon completion of training. **Note:** Third-party certification in TBA is not required.

2.6.4. Ensure MAF management personnel are trained on required tasks before performing unsupervised duties.

- 2.6.5. Notify Missile Squadron Superintendent of date initial FM qualification training is completed.
- 2.6.6. Ensure assigned personnel maintain required proficiency.
- 2.6.7. Ensure adherence to technical data, safety, and operating procedures.
- 2.6.8. Ensure personnel are aware of applicable technical data and standard publication changes.
- 2.6.9. Ensure all tools assigned to the MAF are properly maintained and accounted for by complying with the unit's tool control program.
- 2.6.10. Ensure Technical Orders (TOs), Civil Engineering Manuals (CEMS), and standard publications assigned to the MAF are properly maintained IAW T.O. 00-5-1, *AF Technical Order System (ATOS)*, and AFGSCI32-1009, *Civil Engineer Manual Program*.
- 2.6.11. Manage the MAF work order requirements. Ensure new work orders are coordinated through Missile Maintenance Operations Center (MMOC) or CE Customer Service.
- 2.6.12. Ensure compliance with all Environmental Protection Agency (EPA) requirements. Notify Missile Squadron Superintendent of environmental compliance discrepancies.
- 2.6.13. Ensure assigned FMs comply with MAF escort and security duty requirements in accordance with security directives.

2.7. Facility Managers. Responsible to the MAF Senior FM, Missile Combat Crew and Missile Squadron Superintendent for the effective management of the MAF. FMs will:

- 2.7.1. Effectively utilize all resources available to optimize mission effectiveness.
- 2.7.2. Maintain required proficiency and adhere to technical data, safety and operating procedures.
- 2.7.3. Notify supervisors when a condition exists, either physical or mental, which may prevent mission accomplishment or endanger personnel safety.
- 2.7.4. Maintain, control, properly use, and care for assigned tools, equipment, and technical data.
- 2.7.5. Identify and report MAF discrepancies requiring work orders. Ensure new work orders are obtained from MMOC, Communication Job Control, or CE Customer Service.
- 2.7.6. Comply with EPA requirements. Notify Squadron leadership of environmental compliance discrepancies.
- 2.7.7. Accomplish MAF escort duty and security requirements in accordance with security directives.

2.8. MAF Supply NCO. Reports directly to the Group FM Superintendent MAF Management and is responsible to the OG Resource Advisor. The MAF Supply NCO will:

- 2.8.1. Provide common MAF consumable items (i.e., toilet paper, paper towels, cleaning products) to all MAFs within the group.
- 2.8.2. Perform additional duties as determined by the OG FM Superintendent MAF Management.

2.8.3. Monitor annual expenses through the OG resource advisor and notify OG resource advisor when fund shortages are projected or detected.

2.8.4. Maintain adequate inventory to ensure uninterrupted MAF operation.

2.8.5. Serve as the primary vehicle control NCO.

Chapter 3

TRAINING

3.1. General. The OG will manage a standardized training program that implements the requirements of AFI 36-series instructions and this instruction. All FM trainers must utilize the Master Lesson Plan (MLP) managed by their respective OG FM Training office to ensure standardization. The OG FM Trainer manages MAF management training for all FMs assigned to the OG.

3.2. Responsibilities. The OG FM Trainer is responsible to the Group FM Superintendent MAF Management. Facility managers must be trained on required tasks before performing unsupervised duties. Facility Managers will not qualify for Special Duty Assignment Pay (SDAP) until fully trained to perform unsupervised duties in accordance with SDAP eligibility dated 1 October 2014. Training will be coordinated with Missile Squadron Superintendent and Missile Squadron NCOIC. The OG FM Trainer will:

3.2.1. Develop the following programs using the Instructional System Development (ISD) process: **Note:** Adherence to safe operating procedures is mandatory and must be given prime consideration in all phases of training.

3.2.1.1. Manage a standardized initial qualification training program for MAF management tasks and Squadron OJT Trainers. The OG FM Trainer and MAF Senior FMs may conduct MAF management training. They will:

3.2.1.1.1. Provide initial trainer orientation training to newly appointed MAF Senior FM.

3.2.1.1.2. Conduct and document an annual trainer observation of all squadron FM OJT trainers. Annual trainer observation is not considered a formal assessment, but rather an observation to ensure standardized training is employed by all FM trainers. Do not exceed 12 months between observations. Trainers will be considered overdue on the first day of the 13th month since their previous observation. Report results to the Missile Squadron Superintendent.

3.2.1.1.2.1. The OG trainer will sample initial, ancillary and recurring management training. Trainer Proficiency Evaluations (TPE) conducted by 20 AF may be used to fulfill the annual observation requirement.

3.2.1.1.2.2. The OG trainer must prevent or immediately correct any of the following: significant security violations or safety discrepancies which could reasonably result in injury to personnel and any discrepancy which could reasonably result in potential or imminent equipment damage.

3.2.1.1.2.3. The OG trainer must correct other discrepancies prior to completing the training session.

3.2.1.1.2.4. The OG trainer must complete all applicable training documentation and make it available for review.

3.2.1.1.2.5. The OG Trainer will consider the trainer's degree of control over the training environment.

3.2.1.1.2.6. The OG Trainer will not generate an evaluation report on the trainees.

3.2.1.2. Manage the Recurring Training (RT) program.

3.2.1.2.1. The OG FM Trainer will at a minimum, conduct and document recurring training on a quarterly basis in the field for each line FM in accordance with the 20AF STT. All emergency procedure training events will include the on-site Missile Chef to the maximum extent possible. During unforeseen circumstances (i.e. adverse weather conditions, PME, emergency leave, etc.) recurring training may be conducted in a classroom environment with approval from the OG FM Superintendent. The Missile Squadron NCOIC may be used to supplement field phase training as needed. A standardized written proficiency check will be administered immediately following all training sessions.

3.2.1.2.2. The OG FM Trainer will conduct the program in sufficient depth and detail to ensure personnel maintain the highest possible level of proficiency and knowledge.

3.2.1.3. Manage the training program providing specific task training for discrepancies discovered through training programs, or areas identified by Missile Squadron Superintendents and OGV FM assessments.

3.2.1.4. Manage the training program for new procedures, equipment, facilities or significant changes to technical data or weapon system publications. Training on new or significantly changed tasks must occur prior to allowing the individual to perform the task(s) unsupervised. Coordinate with OG FM Superintendent for procedures associated with new equipment in order to update/standardize 20 AF annual training requirements.

3.2.1.5. Manage the ancillary training program that provides non-technical information applicable to duty performance. See [Table 3.1](#)

3.2.2. Promptly initiate corrective actions for training deficiencies.

3.2.3. Coordinate with group and squadron FM leadership to identify facility management task requirements in TBA and accomplish the following:

3.2.3.1. Accomplish annual TBA Reviews. A TBA Review Board, chaired by the OG FM Trainer, will review TBA and the local Job Qualification Standard Continuation/Command JQS for 100 percent task coverage, currency and accuracy. The work center JQS in TBA are used to document training on new tasks not found in TBA. Ensure the review board consists of all affected squadrons, OG FM Superintendent MAF Management and OGVF. The review board will:

3.2.3.1.1. Review TBA changes and work center JQS.

3.2.3.1.2. Submit TBA changes to 20 AF/A3NF.

3.2.3.1.3. Assign task responsibility; establish a consolidated task coverage file to ensure a training capability for each TBA technical task performed.

3.2.3.2. Review and validate new documents within 30 days of receipt and make local additions as necessary.

3.2.3.3. Ensure local work center JQS does not duplicate TBA tasks. Notify 20 AF/A3NF of any updates to JQS.

3.2.4. Assist Missile Squadron NCOIC with the management of training records. Review master training records (TBA and the work center JQS) and inspect all FM training records annually to ensure proper documentation.

3.2.5. Develop, distribute, and use lesson plans for all TBA/ work center JQS tasks. Coordinate lesson plan review through FM OJT Trainers and OGVF. Use standardized lesson plan format located in [Attachment 2](#).

3.2.5.1. Lesson plans should include, but not be limited to, useful information that will clarify procedures and explain how and why the procedures are performed. The lesson plan will not be used to repeat technical data requirements.

3.2.6. Review changes in technical data and operating publications for possible impacts on the training program and update lesson plans as required.

3.2.7. Ensure a program is established to coordinate scheduled training requirements with Missile Squadron NCOICs.

3.2.7.1. Develop and distribute a schedule of future training classes in sufficient time for all agencies to determine requirements.

3.2.7.2. Monitor and schedule all ancillary training requirements in conjunction with the Missile Squadron NCOICs. This may involve coordination with outside agencies in some cases.

3.2.7.3. Provide each squadron with a training forecast for the following quarter. Monitor overdue training and notify the Missile Squadron Superintendent to correct training deficiencies.

3.3. Manning, Qualification and Proficiency.

3.3.1. The OG Trainer will be qualified on all applicable TBA tasks.

3.3.2. Prior to performing unsupervised trainer duties, personnel selected as the OG FM trainer must:

3.3.2.1. Complete local trainer orientation requirements and be certified by the OG FM Superintendent MAF Management. An annual trainer observation by the OG FM Superintendent MAF Management is required. Do not exceed 12 months (due date is the last day of the anniversary month) between observations.

3.3.2.1.1. An initial observation will be conducted within 90 days of certification, and annually thereafter. Sample initial, ancillary or recurring management training. TPEs conducted by 20 AF may be used to fulfill the annual requirement.

3.4. Training Requirements. Refer to [Table 3.1](#) for training requirements.

Table 3.1. Training Requirements.

<p>1. Cardiopulmonary Resuscitation (CPR)</p> <p>Applies to: All personnel Frequency: As specified by CPR training program OPR: OG FM Trainer</p>
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2. Self-Aid/ Buddy Care

Applies to: All personnel

Frequency: As dictated by course

OPR: OG FM Trainer

Remark: First Aid is recommended but either CPR or Self-Aid/Buddy Care can be used to fulfill requirement

3. MAF Safety Training

Applies to: All personnel

Frequency: Annual

OPR: OG FM Trainer

Remark: Ensure all affected personnel are knowledgeable of MAF safety criteria. Include work center specific items.

4. Hazardous Waste Management Training

Applies to: All personnel

Frequency: Annual

OPR: OG FM Trainer or Environmental

Remark: Provide Level I, Basic Hazardous Waste Training

5. MAF Hardness and Electromagnetic Pulse (EMP) Training

Applies to: All personnel

Frequency: One time

OPR: OG FM Trainer

Remark: Ensure all affected personnel are knowledgeable of MAF hardness criteria, plus view video titled Electromagnetic Pulse Hardness Awareness Training (SAV PIN 607702)

6. Assessment Program Orientation Course

Applies to: All personnel

Frequency: One time, must be accomplished prior to individuals performing FM duty

OPR: OGVF

Remark: Determine content locally

Chapter 4

FM ASSESSMENTS

4.1. Overview. The FM assessment program is used to ensure standardization and to validate the FM training program in the following areas: MAF management capability, effectiveness of assigned personnel, procedures, facilities, equipment, technical data, and managerial guidance. The FM assessment program is the function of OGVF who reports to the Chief of OGV. OGVF establishes a program to provide commanders and Superintendents with a third party assessment of MAF management programs. Within this chapter the use of the word annual means the due date is the last day of the anniversary month.

4.2. Responsibilities.

4.2.1. Technical Order (TO)/Civil Engineer Manual (CEM) Library.

4.2.1.1. Maintain TOs, CEMs, commercial manuals, and sub-accounts.

4.2.1.2. Issue (and receive when required) technical data to be maintained by the OG FM Trainer and the MAFs.

4.2.1.3. Requisition all technical data and changes for the Master TO Library and TO sub-accounts at each MAF.

4.2.1.4. Distribute reviewed technical data and ensure changes are posted in accordance with TO 00-5-1 and AFGSCI32-1009.

4.2.2. Manage TO, CEM, and standard publications used in the MAF management program. OGVF serves as the operations group office of primary responsibility for TO (AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*) and CEM (AFGSC Form 272, *RPIE Improvement Report*) improvement report processing.

4.2.2.1. Review new, revised, and changed TOs, CEMs and publications affecting MAF management for completeness and technical accuracy. Ensure compatibility with T.O. 21M-LGM30G-1-24, *Operation Instruction Minuteman Weapon System, Wings I, III, V*.

4.2.2.2. Withhold distribution of changes containing discrepancies that could result in injury to personnel, damage or destruction of equipment, or inability to achieve or maintain operational capability. Take immediate action to resolve such deficiencies by emergency improvement reports in accordance with TO 00-5-1 or AFGSCI 32-1005, *Intercontinental Ballistic Missile (ICBM) Real Property/Real Property Installed Equipment (RP/RPIE) Responsibilities*.

4.2.2.3. Inform affected squadron(s), OG FM Superintendent and OG FM Trainer of TO, CEM, and standard publication changes.

4.2.3. Conduct FM Assessment Program Orientation for all newly assigned FMs during indoctrination training.

4.2.4. Conduct no-notice assessments for local exercises and inspections at the discretion of the OG/CC.

4.2.5. Manage a comprehensive training program and maintain training record for newly assigned evaluators.

4.2.6. Participate in annual TBA review to ensure 100% task coverage.

4.2.7. Assist the OG FM Trainer and Missile Squadron Superintendents with identifying trends for Recurring Training (RT).

4.2.8. Manage the FM assessment program. The assessment program provides Commanders and Missile Squadron Superintendents the means to assess mission capability and management effectiveness. To assess these areas use on-site visits (OSVs) and proficiency assessments.

4.2.8.1. Develop a management system that reflects required OSVs/assessments, completion dates, and due dates.

4.2.8.2. Determine OSV/assessment report content, format, distribution, and routing procedures. Forward all copies of proficiency assessment reports to Missile Squadron Superintendents.

4.2.8.2.1. Produce OSV/assessment reports that identify positive efforts as well as underlying causes of substandard quality. Make recommendations when applicable; however, the squadron will choose the best course of action. For proficiency assessments cover the following:

4.2.8.2.1.1. Strengths and weaknesses of the individual performance during assessment.

4.2.8.2.1.2. Document discrepancies observed and annotate with all applicable references.

4.2.8.2.1.3. An impact assessment for each discrepancy noted. Units may develop local criteria to assist in determining impact of discrepancies; however, these criteria must be a reasonable expectation of the discrepancies. The evaluator knows best the significance of each observed discrepancy and must translate that significance so management has a clear perspective of actions observed. The intent is to inform management of all observations and identify those tasks that require retraining vice those noted only for possible trend analysis.

4.3. Manning, Qualification and Proficiency.

4.3.1. All evaluators must complete the FM assessment training program at a minimum. The OG FM Superintendent MAF Management will identify one trusted agent from each Missile Squadron to utilize during OG VF absence (i.e. extended leave, PME, etc.). Evaluators will be qualified on all CFETP tasks they assess. Trusted agents will not assess FMs within their own squadron.

4.3.2. Prior to performing unsupervised evaluator duties, personnel selected must:

4.3.2.1. Be certified by the OG FM Superintendent MAF Management. The OG FM Superintendent MAF Management conducts annual evaluator observations. Do not exceed 12 months between observations.

4.4. Proficiency Assessments.

4.4.1. OGVF personnel help ensure quality management by conducting and documenting proficiency assessments.

4.4.2. Purpose of proficiency assessments:

4.4.2.1. Validate recurring training program.

4.4.2.2. Assess the proficiency of individuals.

4.4.2.3. Determine the accuracy and efficiency of MAF management procedures.

4.4.2.4. Assess compliance with technical data and other directives.

4.4.3. Proficiency assessments include:

4.4.3.1. Evaluators conduct assessments on MAF FMs. These observations will encompass safety, security, tool usage, general management practices, technical data usage, etc.

4.4.3.2. Evaluators must stop, correct, and alert Missile Squadron Superintendent for any of the following discrepancies (actual or possible): significant security violations or safety discrepancies that could result in injury to themselves and/or other personnel and discrepancies that could result in potential/imminent serious equipment damage.

4.5. Proficiency Assessment Guidelines.

4.5.1. Before conducting an assessment, the evaluator will verify the individual is task qualified in their TBA.

4.5.2. When selecting tasks for assessments, the evaluator must ensure the assessment consists of a variety of tasks, different equipment and different management actions for each individual. FM assessments will consist of two common tasks and two emergency procedures (EP).

4.5.3. Evaluators will have their own copy of technical data available for the task(s) being assessed.

4.5.4. Use no-notice assessments whenever possible. The FM evaluator will notify personnel when they are within 90 days of their annual assessment date. Initial assessments will be scheduled and conducted no later than 90 days after the Missile Squadron Superintendent provides the evaluator with an initial certification letter or TBA journal entry for newly assigned FMs.

4.5.5. Manage assessment scheduling requirements. Conduct assessments on an annual basis. 20 AF-conducted assessments may be used to fulfill this annual requirement. Use the following for assessment eligibility:

4.5.5.1. An FM will be considered overdue on the first day of the 13th month since their previous assessment.

4.5.5.1.1. If an assessment cannot be accomplished before the last day of the anniversary month, the evaluator will generate a Memorandum for Record (MFR) stating the reason, retain a copy for his/her records and forward a copy to 20 AF/A3NF.

4.5.5.2. Assessment of the OG FM Superintendent MAF Management, Missile Squadron Superintendent, OGVF Evaluator, OG FM Trainer and MAF Supply NCOIC will be conducted at the discretion of the OG/CC. The OG/CC shall specify in a memorandum which of the aforementioned individuals are exempt from an annual evaluation which will be retained by the FM evaluator and renewed annually.

4.5.5.3. If an Air National Guard (ANG) or Air Force Reserve Component (AFRC) member is on active duty orders for longer than 90 days, he/she will be certified prior to accomplishing unaccompanied tours. A subsequent FM Assessment will only be required in the rare circumstance that an ANG/AFRC Airman is still on active duty at their previous assessment's anniversary date.

4.5.6. Conducting Proficiency Assessments:

4.5.6.1. Brief individuals before beginning an assessment. For tasks already in progress, notify the individuals they are under assessment and brief them as soon as practical. The assessment in-brief should be conducted immediately following MAF entry and the visitor safety briefing.

4.5.6.2. During the briefing, the evaluator must advise the individual of the following:

4.5.6.2.1. All management actions performed are subject to observation. This includes management actions that are observed, but are not included in the script.

4.5.6.2.2. Do not compromise safety or security at any time.

4.5.6.2.3. Under normal circumstances, do not consider the evaluator as the second person to satisfy buddy care requirements.

4.5.6.2.4. Take breaks during the assessment if needed. Breaks will not be taken during the emergency procedures unless absolutely necessary.

4.5.6.2.5. Notify the evaluator of applicable, site specific information that could affect the task.

4.5.6.2.6. The FM Evaluator may ask questions to determine their knowledge of a task. The FM may use technical references to answer any questions.

4.5.6.2.7. The FM is responsible for all tasks and related actions. The evaluator's presence does not shift this responsibility.

4.5.6.2.8. The FM may ask for technical help from personnel or agencies normally available in the conduct of day-to-day operations. The evaluator should be asked only as a last resort and when all other avenues of help have been exhausted.

4.5.6.3. During task observations, the evaluator must detect and correct all discrepancies. Select the best option available to correct the situation. The evaluator will correct all findings during the critique phase; any finding related to safety or security may warrant prompt corrective action. The evaluator will give individuals the opportunity to make decisions on the best courses of action on their own, using all resources available to them.

4.5.6.3.1. During the out-brief, the evaluator will explain each discrepancy, conduct training to the level necessary to ensure the individual's understanding of the circumstance.

4.5.6.4. Critique individuals as soon as practical after the assessment. The evaluator must cover the following:

- 4.5.6.4.1. Explain each discrepancy. Include mission impact and correct procedures.
- 4.5.6.4.2. Review the strengths and weaknesses of the individual performance during assessment.
- 4.5.6.4.3. Recommend methods of task accomplishment.
- 4.5.6.4.4. Exchange ideas and techniques.

4.6. 20 AF Conducted Proficiency Assessments.

4.6.1. 20 AF/A3NF may assess and inspect MAF management programs, facilities, equipment, vehicles, and technical data assigned to Operations Group FM functions. 20 AF-conducted proficiency assessments include Evaluator assessments, Trainer assessments and FM assessments. Units will make every effort to have evaluator(s) and trainer(s) available during 20 AF conducted assessments.

4.6.1.1. 20 AF Manager MAF Operations has the authority to overrule unit evaluator's discrepancy assessment and conduct retraining for both the evaluatees and the evaluators. Unit evaluators will complete the required assessment reports and forward them to the 20 AF Manager MAF Operations within 24 hours of the completion of the unit evaluator's assessment critique.

4.6.1.2. 20 AF Manager MAF Operations will:

- 4.6.1.2.1. Assess unit evaluators to determine their ability to conduct and document FM assessments.
- 4.6.1.2.2. Pre-brief individuals using guidance within this instruction as a general guide.
- 4.6.1.2.3. When non-concurring with the unit evaluator's report, attach an addendum to it citing the reasons for non-concurrence.
- 4.6.1.2.4. Do not award discrepancies for administrative documentation problems.
- 4.6.1.2.5. Award evaluator assessment discrepancies for not identifying/documenting a discrepancy.
- 4.6.1.2.6. Conduct a critique of the unit evaluator's performance as soon as possible after the unit evaluator has completed the evaluator assessment.
- 4.6.1.2.7. Render a report within 24 hours of the completion of the evaluator assessment.

4.6.2. Trainer Proficiency Assessments. 20 AF assesses unit trainers to determine their ability to teach management tasks accurately. 20 AF-conducted assessments also gauge technical accuracy, teaching methods and techniques, adequacy and effectiveness of training programs. Once certified, trainers are subject to 20 AF assessments. 20 AF evaluators:

- 4.6.2.1. Pre-brief trainers using guidance within this instruction as a general guide.
- 4.6.2.2. Coordinate with unit trainers on which tasks are acceptable for assessments.

4.6.2.3. Critique the unit trainers as soon as the training session is complete.

4.6.2.4. Render an assessment report within 24 hours of the completion.

4.6.3. Proficiency assessments. 20 AF shall conduct assessments IAW this instruction.

4.6.4. Additional Requirements:

4.6.4.1. When 20 AF proficiency assessment deficiencies cannot be retrained by the 20 AF Manager MAF Operations during an evaluation, the 20 AF Manager MAF Operations will notify the OG FM Superintendent MAF Management or Missile Squadron Superintendent that the evaluatee cannot perform the assessed task(s) to the training standard. The Squadron Commander will decide the best course of action to correct the substandard performance.

4.6.4.2. A 20 AF conducted assessment may fulfill the unit's requirements.

4.7. Assessment Ratings. The purpose of the FM assessment program is to validate the FM training program. Qualification ratings will not be awarded for FM assessments, however, a detailed written report will be provided to the squadron for further action, if required.

4.7.1.1. The level of training for any discrepancies will be determined by the squadron commander and Missile Squadron Superintendent.

4.7.1.2. FMs will be assessed based on the training standard. Third party assessments are warranted but do not require a rating scale. There are no certifiable tasks in the 8S000 CFETP.

GLEN D. VANHERCK
Brigadier General, USAF
Director of Operations

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

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-2110, *Assignments*, 22 September 2009

AFI 36-2201, *Air Force Training Program*, 15 September 2010

AFGSCI 32-1005, *Intercontinental Ballistic Missile (ICBM) Real Property/Real Property Installed Equipment (RP/RPIE) Responsibilities*, 25 August 2010

TO 00-5-1, *Air Force Technical Order System*, 1 October 2014

TO 21M-LGM30G-1-24, *Operation Instructions Minuteman Weapon System - Wings I, III, and V*, 10 February 2015

20 AF Standardized Training Table (STT), 1 January 2015

Prescribed Forms

No Forms are prescribed by this instruction

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AFGSC Form 15, *REACT EQ Nomination Worksheet*

AFGSC Form 272, *RPIE Improvement Report*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

Abbreviations and Acronyms

AAC—Assignment Availability Code

AFCFM—Air Force Career Field Manager

AFGSC—Air Force Global Strike Command

AFGSCI—Air Force Global Strike Command Instruction

AFI—Air Force Instruction

AFOSH—Air Force Occupational Safety and Health

AFR—Air Force Reserve

AFRC—Air Force Reserve Component

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFTO—Air Force Technical Order

ANG—Air National Guard
CC—Commander
CFETP—Career Field Education and Training Plan
CE—Civil Engineering
CEM—Civil Engineering Manual
CPR—Cardiopulmonary Resuscitation
EMP—Electro Magnetic Pulse
EPA—Environmental Protection Agency
DoD—Department of Defense
FM—Facility Manager
HQ—Headquarters
ICBM—Intercontinental Ballistic Missile
ICE—ICBM Center of Excellence
ISD—Instructional System Development
ITP—Individual Training Plan
JQS—Job Qualification Standard
MAF—Missile Alert Facility
MFR—Memorandum for Record
MLP—Master Lesson Plan
MMOC—Missile Maintenance Operations Center
NCO—Non Commissioned Officer
NCOIC—Non Commissioned Officer in Charge
OG—Operations Group
OGV—Operations Group Standardization and Evaluation
OJT—On the Job Training
OPR—Office of Primary Responsibility
OSS—Operations Support Squadron
POI—Principles of Instruction
RDS—Records Disposition Schedule
RP—Real Property
RPIE—Real Property Installed Equipment
RTT—Recurring Training

SDI—Special Duty Identifier

SLP—Standardized Lesson Plan

STS—Specialty Training Standard

STT—Standardized Training Table

TBA—Training Business Area

TO—Technical Order

TR—Technical Reference

U&TW—Utilization and Training Workshop

Attachment 2

STANDARDIZED LESSON PLAN FORMAT

A2.1. Lesson plans will be available for reference in the training area for all technical STS/JQS tasks taught. Lesson plans will be standardized throughout 20 AF in accordance with this attachment and the guidance set forth by AFI 36-Series.

Table A2.1. SLP Format.

PLAN OF INSTRUCTION/LESSON PLAN				
NAME OF TRAINER		COURSE TITLE		
BLOCK TITLE				
Course Content				
PART I – PLAN OF INSTRUCTION				
<u>LESSON PLAN APPROVAL</u>				
NAME:	GRADE:	TITLE:	SIGNATURE:	DATE:
BLOCK #1		UNIT	DATE	PAGE NO. 1

PART II – PRESENTATION/LESSON PLAN

1. INTRODUCTION

A. ATTENTION/MOTIVATION:

B. OVERVIEW:

C. OBJECTIVE:

PLAN OF INSTRUCTION/LESSON PLAN			
NAME OF TRAINER		COURSE TITLE	
BLOCK TITLE			
TEACHING GUIDE		VISUAL AIDS/EXAMPLES/TRAINER REMARKS	
II. DEVELOPMENT			
BLOCK #1	UNIT	DATE	PAGE NO. 3

PART III – CONCLUSION**A. SUMMARY:****B. REMOTIVATION:****CLOSURE:**

BLOCK #1	UNIT	DATE	PAGE NO. 4
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