



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE GLOBAL STRIKE COMMAND

AFI21-202V1_AFGSCSUP_AFGSCGM2016-01

19 April 2016

MEMORANDUM FOR AFGSC UNITS

FROM: HQ AFGSC A4
841 Fairchild Ave
Barksdale AFB,
LA 71111

SUBJECT: Air Force Global Strike Command Guidance Memorandum AFI21-202v1_AFGSCSUP_AFGSCGM2016-01, *Missile Maintenance Management*

RELEASABILITY: There are no releasability restrictions on this publication.

1. By Order of the Commander, Air Force Global Strike Command, this AFGSC Guidance Memorandum immediately implements AFI21-202v1_AFGSCSUP_AFGSCGM2016-01, *Missile Maintenance Management*, as a stand-alone document, allowing for the creation of newly written updated supplemental guidance for AFI21-202v1, *Missile Maintenance Management*, dated 17 September 2014. Changes include the addition of requirements for verifying maintenance team members were provided required crew rest was added to mandatory pre-task/pre-dispatch briefing items. Policy additions to maintenance training functions provide clarification that instructors must utilize a lesson plan while performing technical task training. In addition, guidance for managing and monitoring trainee backlog was added to prepare for the standup of AETC Field Training Detachments (FTDs) at missile wings. Lastly, stock management, part validation and ordering processes guidance was added to standardize supply practices and utilization of the IMDS-Supply interface to order parts. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. Compliance with this memorandum is mandatory.

2. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

3. This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.

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Attachment:
Guidance Changes

Guidance Changes

1.4.2. (Added) Weapon system support equipment is specifically designed for weapon system operations. Requests for support equipment for operations not directed by weapon system technical orders must be approved in advance. Forward detailed requests, to include item nomenclature, serial number, intended use and any specific information on configuration changes or expected failure modes to AFGSC/A4B for evaluation. (T-2).

1.8. (Added) Support Equipment Stop-Use Procedures.

1.8.1. (Added) Definition. On occasion, units may discover conditions in multiple support equipment/vehicles of sufficient risk to personal injury or equipment damage that warrant stop-use of their support equipment/vehicles until the matter can be properly investigated and resolved. (T-2).

1.8.2. (Added) Stop Use Authority. MXG CC/576 FLTS CC or above has the authority to issue a stop-use direction for any support equipment/vehicle they are responsible for. (T-2).

1.8.3. (Added) 20AF units will immediately notify TF-214/OC and AFGSC/A4B by the most expeditious means possible (i.e., telephone or e-mail) when issuing stop-use direction for support equipment/vehicles. 576 FLTS will immediately notify AFGSC/A4B by the most expeditious means possible (e.g., telephone or e-mail) with an informational copy to 20AF/A4 when issuing stop-use direction for support equipment/vehicles. Notifications will include: (T-2).

1.8.3.1. (Added) Reason for stop-use direction. (T-2).

1.8.3.2. (Added) Immediate actions taken to ensure safety of personnel and assets. (T-2).

1.8.3.3. (Added) Impact to current operations (both training and contingency related). (T-2).

1.8.4. (Added) AFGSC/A4B Responsibilities: Upon notification, AFGSC/A4B will:

1.8.4.1. (Added) Determine impact to overall operational capability. (T-2).

1.8.4.2. (Added) Inform other Major Commands as necessary. (T-2).

1.8.4.3. (Added) Coordinate necessary corrective actions with appropriate agencies. (T-2).

1.8.5. (Added) Procedures for Resuming Operations: (T-2).

1.8.5.1. (Added) AFGSC/A4B, in conjunction with SPO, will investigate and determine the appropriate recommended course of action (i.e., immediate or urgent action TCTO, one-time-inspection). (T-2).

1.8.5.1.1. (Added) If the investigation determines no action is required (no danger or deficiency exists), AFGSC/A4/7 will issue formal guidance releasing support

equipment/vehicles from stop-use order. (T-2).

1.8.5.1.2. (Added) If the investigation determines a deficiency exists, AFGSC/A4B will coordinate publication of appropriate TCTO or one-time inspection IAW 00-20-1 and 00-5 series technical orders. If the corrective action is published as an immediate action TCTO or other certified repair data, individual support equipment/vehicle compliance constitutes their return to service. (T-2).

2.1.1.3. (Added) Launch facilities will be maintained to the same standard regardless of booster deployment status IAW Priority Designator table. (T-2).

2.1.2.1. Coordinate all plans/supplements through 20AF/SE/A4 to AFGSC/SE/A4B. (T-2).

2.1.3.5. (Added) Unit plans and schedules must balance workload requirements across alert force maintenance, ICBM sustainment, modification, modernization and test programs. The AFGSC ICBM Integrated Deployment Guide (IDG) provides a common set of planning guidelines to facilitate ICBM maintenance program integration from inception to planning, delivery, and deployment. Units will use the IDG in conjunction with this instruction to develop schedules that support the objectives to minimize weapon system exposure, optimize resource utilization, maximize force availability, and support program requirements addressing long term sustainment issues. (T-3)

2.1.7.1.6.1.6. (Added) Warhead Monitor Loop. (T-2).

2.1.7.1.6.2.5. (Added) Alternate procedures for disconnecting R/S electrical cables. (T-2).

2.2.1. Test proposal, to include all necessary supporting information, will be routed to 20AF A4/SEW for coordination. 20AF will route recommendations to AFGSC/A4B/SEW for approval. Test proposals affecting RP/RPIE will be routed to AFGSC A7/MEO with an information copy to AFGSC/A4B and 20AF/A4. (T-2).

2.2.2. If field testing is approved, AFGSC/A4B (A7/MEO for RPIE only) provides appropriate notification and implementing authority. (T-2).

2.2.3. Coordinate any decision to stop, suspend or resume testing with AFGSC/A4B/SEW (A7/ MEO for RPIE only) and 20AF/A4/SEW. (T- 2).

2.2.4. Forward progress reports and field test results to AFGSC/A4B/SEW (A7/MEO for RPIE only) for final evaluation. Include information copies to 20AF/A4. (T-2)

2.4.7. Transporter Erector and Payload Transporter drivers will be trained and certified IAW AFGSCI 21-106. (T-2).

2.4.12. ICBM downstage convoy commanders will be trained and certified IAW AFGSCI 21-106. (T-2).

2.4.13. (Added) Coordinate on budgets and financial management for the maintenance

organizations. (T-2).

2.6.5. Notify AFGSC/A4BI when NDI support is lost. (T-2).

2.6.12. ETARs will be submitted and routed through NMC2. (T-2).

2.6.12.1. (Added) Units will immediately notify TF-214/OC, who will in turn notify AFGSC/A4B and 20AF/A4 of any ETAR that requires “Emergency Telephone” categorization IAW TO 00-25-107 or after-hours “Urgent” ETARs required to resolve a critical issue with a team on-site. AFGSC/A4B and 20AF/A4 will ensure immediate processing and/or verbal approval for alternate procedures. Verbal approvals require a teleconference between unit leadership, SPO engineering authority, 20AF/A4 and AFGSC/A4B. (T-2).

2.6.12.2. (Added) Units will not implement any ETAR direction from the System Program Office until it has been approved and released by AFGSC/A4B. (T-2).

2.7.2. Forward approved R&M panel meeting minutes and PIWG inputs through 20AF/A4/SEW to AFGSC/A4BI/SEW. (T-2).

2.9.3. (Added) The IREP will be chaired by the MXG/CC. Recommended participants include: LRS, Flight Service Center, Decentralized Materiel Support (DMS) (Formerly Materiel Control), Maintenance Supply Liaison, resource advisors, Maintenance Data Analysis Section, QA, and others as determined by the MXG/CC. IREP meetings will be conducted using the AFGSC IREP Template, available on NMC2, as a minimum standard for required topics. Forward quarterly meeting minutes to AFGSC/A4BI and 20AF/A4. (T-2).

2.10.9. (Added) Recommend personnel for QA evaluator and Team Training instructor duty to the MXG/CC. (T-2).

2.10.10. (Added) Review/Validate unit’s Team Chief Training Program annually. (T-2).

2.10.11. (Added) Approve, in writing, code change penetration team structure for any team without a certified team chief. (T-2).

2.10.12. (Added) Manage operational continuity/experience levels in critical positions (e.g.: team chiefs, instructors, evaluators). Consider using assignment availability code 39 as outlined in AFI36-2110. (T-2).

2.11.16.1.3.1. (Added) Review WRF for discrepancies that indicate the potential for atmosphere-impacting conditions (i.e. ECS, make up air, and LEL sensor discrepancies). (T-2).

2.11.16.1.9. (Added) Risk Management information pertinent to the task/dispatch. (T-2).

2.11.16.1.10. (Added) Verification that team members were provided required crew rest IAW AFI 21-200. (T-2).

- 2.11.17. (Added) Team Chief Training/Certification Requirements. All work centers will comply with AFSC-specific requirements, if applicable, in addition to the basic training/certification requirements of this paragraph. (T-2).
- 2.11.17.1. (Added) Complete Team Chief Training IAW Attachment 3. (T-2).
- 2.11.17.2. (Added) Complete Production Inspector Training IAW Attachment 3. (T-2).
- 2.11.17.3. (Added) Complete a minimum of three supervised dispatches/in-shop maintenance work packages acting in a team chief capacity. Dispatches/in-shop maintenance will be documented IAW the flight's field/in-shop supervisory visit program. (T-2).
- 2.11.17.4. (Added) Complete certification requirements IAW paragraph 2.14.3. (T-2).
- 2.11.17.5. (Added) Forward certification package (IMDS documentation of Team Chief and Production Inspector Training courses, documented field/in-shop supervisory visit reports, and MOO/MX Supt's certification) to squadron commander for endorsement. Squadron commander's written endorsement will be maintained in the applicable flight office as long as the technician is performing team chief duties. (T-2).
- 2.11.17.6. (Added) New Team Chief Supervision requirements:
- 2.11.17.6.1. (Added) MMT: IAW 4.3.3.2.2. (T-2).
- 2.11.17.6.2. (Added) MHT: IAW 4.3.2.5. (T-2).
- 2.11.17.6.3. (Added) All other work centers: A task-knowledgeable Section Supervisor will supervise new team chiefs (portal-to-portal) on their first two dispatches/in-shop maintenance work packages. (T-2).
- 2.14.8. The MEEL will be established by AFGSC/A4BI and maintained on NMC2. Unit personnel will not substitute a local product for the AFGSC approved MEEL. Forward recommendations for changes, additions, or deletions to AFGSC/A4BI for evaluation. (T-2).
- 2.14.8.1. (Added) Ensure unit personnel maintain the AFGSC MEEL on NMC2. (T-2).
- 2.14.10. (Added) Ensure unit personnel maintain the AFGSC Operational Readiness Parts (ORP) and Single Point Failure (SPF) listings on NMC2. (T-2).
- 2.15.11. PT and TE Certifications will be accomplished IAW AFGSCI 21-106. (T-2).
- 2.15.18. (Added) Ensure a Training Review Board is convened by Training Flight when projected Individual Maintenance Training (IMT), Team Training (TT) graduation, or in-shop training completion dates are exceeded. (T-2).
- 2.16.5.7.1. (Added) Review WRF for discrepancies that indicate the potential for atmosphere-impacting conditions (i.e. ECS, make up air, and LEL sensor discrepancies). (T-2)

2.16.5.15. (Added) Verify that team members were provided required crew rest IAW AFI 21-200. (T-2).

2.16.8.1. (Added) Parts/Stock Program Management.

2.16.8.1.1. (Added) Shop Stock. Examples include gas cylinders, random length bar stock, sheet metal, plastic, fabric, electrical wire, and similar items not normally included in bench stocks. Maintain shop stock for day-to-day operations. Monitor shop stock to prevent materials from becoming excessive or outdated. Shop stock should not exceed 90 days usage. Store shop stock near/adjacent to bench stock items, but do not mix them together. Clearly identify materials as Shop Stock and label them with noun, national stock number or part number, unit of issue, and shelf-life, if applicable. (T-2).

2.16.8.1.2. (Added) Operating Stock. Examples include connector dust covers, hydraulic line caps/plugs, and similar items that are normally recovered after use and re-used. Store operating stock near/adjacent to bench stock items, but do not mix them together. Monitor operating stock to prevent it from becoming excessive or outdated. Retain partially used bench stock items in bench stock and not in operating stock. Identify, tag, and turn in items with no forecasted use IAW AFI 23-101. Clearly identify items as Operating Stock and label them with noun, national stock number or part number (if applicable), unit of issue, and shelf-life, if applicable. (T-2).

2.16.8.1.3. (Added) Work Order Residue. Examples include expendable bit/piece items left over from maintenance work orders or bench stock deletions. Store work order residue near/adjacent to bench stock items, but do not mix them together. Ensure excesses are consolidated for turn-in to LRS at least semi-annually. Clearly identify items as Work Order Residue and label them with noun, national stock number or part number, unit of issue, and shelf-life, if applicable. (T-2).

2.16.8.1.4. (Added) Steps to utilize non-bench stock items:

2.16.8.1.4.1. (Added) Ensure IMDS reflects part requirements. (T-2).

2.16.8.1.4.2. (Added) Complete and submit Found-On-Base (FOB) letter to Mat Control. (T-2).

2.16.8.1.4.3. (Added) Coordinate with DMS to submit a demand history adjustment (DHA). (T-2).

2.16.8.1.4.4. (Added) Any item utilized more than once in six months will become a bench stock requirement. (T-2).

2.16.8.1.4.5. (Added) Begin stock listing actions, if required. (T-2).

2.16.11. Field dispatching TE and PT drivers will be certified IAW AFGSCI 21-106. (T-2).

2.16.22.1. (Added) Ensure management of awaiting maintenance (AWM) conditions within repair capability of the section. (T-3) Review awaiting part (AWP) conditions and ensure parts are ordered. NCOICs will validate parts on order utilizing IMDS screens 496, 499, or the event ID. (T-3).

- 2.16.22.2. (Added) NCOICs will review the WRF daily to identify AWP work orders have document numbers loaded against them. (T-3).
- 2.16.22.3. (Added) Provide Supply Document Number(s) to MMOC for all parts ordered in conjunction with a MICAP and Priority 1-4 work orders. (T-3).
- 2.16.23.2.1. (Added) As a minimum, all lesson plans for tasks certified IAW AFI 21-204 *Nuclear Weapons Maintenance Procedures*, PSRE response, and PSRE response equipment (e.g. PAC III, Level A suit, SCBA) lesson plans will be centrally managed by AFGSC/A4B. All lesson plans, to include local and centrally managed, will be maintained on NMC2. (T-2).
- 2.16.23.2.2. (Added) All centrally managed lesson plans will be routed for review using the lesson plan review function on NMC2. (T-2).
- 2.16.31. (Added) Ensure the MEEL and ORP/SPF located on NMC2 are updated daily for any items controlled by the work center. (T-3).
- 2.16.32. (Added) Ensure a certified team chief is assigned for all maintenance operations. VES may use a task knowledgeable supervisor to fulfill this requirement. **Note:** MXG Supt can authorize non-certified team chiefs for code change site penetration teams and LF topside/LSB contractor escort duties on a case-by-case basis. (T-3).
- 2.16.33. (Added) Master training plan and daily performance records for current trainees will be reviewed monthly. (T-3).
- 2.16.34. (Added) Ensure all technical tasks are trained by a certified instructor. (T-3).
- 2.17.10. Utilize screen 72 in IMDS as the primary method to initiate parts requests for identified discrepancies, and ensure all parts are on order by validating JCN for a document number and due out or issue flag. Coordinate with DMS for MICAP, part number requests (AF Form 1348-6) and any JCN identifying update required. (T-2).
- 2.17.18.1.(Added) Notify MMOC as soon as possible upon discovery of a red (R) condition against any communication system. (T-3).
- 2.18.8. (Added) Immediately notify the team chief or task supervisor of any condition perceived to be unsafe or dangerous. (T-2).
- 2.19.1.1. (Added) Ensure instructors utilize lesson plans to conduct technical training. (T-2).
- 2.19.3. All master training plans will be reviewed/approved by the Team Training OIC/NCOIC or Training Flight CC/Chief prior to use. (T-2).
- 2.19.3.2. (Added) Master training plans must: (T-2).
- 2.19.3.2.1. (Added) Establish a projected Phase II start date upon entry into Phase I. (T-2).

2.19.3.2.2. (Added) Establish a Phase II completion date upon entry into Phase II training. (T-2).

2.19.9. (Added) Develop and maintain lesson plans for all technical tasks (on-equipment task performances governed by a technical order training reference) that are not incorporated into centrally-managed lesson plans. (T-2).

2.19.9.1. (Added) As a minimum, all lesson plans for tasks certified IAW AFI 21-204 *Nuclear Weapons Maintenance Procedures*, PSRE response, and PSRE response equipment (e.g. PAC III, Level A suit, SCBA) lesson plans will be centrally managed by AFGSC/A4B. (T-2).

2.19.9.2. (Added) All centrally managed lesson plans will be routed for review using the lesson plan review function on NMC2. (T-2).

2.19.9.3. (Added) All lesson plans, to include local and centrally managed, will be maintained on NMC2. (T-2).

2.19.9.4. (Added) Any lesson plan dealing with repair, replacement, etc. for any component or support equipment item listed on the MNCL requires review by the Weapon Safety Manager for impact on nuclear surety. (T-2).

2.19.9.5. (Added) To ensure continuity between instructors, verify the following items are included in each lesson plan: (T-2).

2.19.9.5.1. (Added) A list of specific items the instructor will train to meet the objective/sub-objective. (T-2).

2.19.9.5.2. (Added) How and why procedures are performed. This includes, but is not limited to, useful information to clarify procedures and recommended maintenance practices. (T-2).

2.19.10. (Added) Ensure all lesson plans, to include those centrally managed, are reviewed by the appropriate instructor and QA annually for adequacy and technical accuracy. Annual reviews of lesson plans become overdue on the last day of the month in which they are due. (T-2).

2.20.2.1. (Added) Notify MMOC as soon as possible when a red (R) condition against any communication system is cleared. (T-2).

3.1.1.1. (Added) Endorse Team Chief Certification packages prior to technician performing team chief duties unsupervised. (T-2).

3.1.1.2. (Added) Ensure Large Maintenance Vehicle (LMV) operations are conducted IAW AFGSCI 21-106. (T-2).

3.2.1.7.1.1. The MEEL will be established by AFGSC/A4BI and maintained on NMC2. Unit personnel will not substitute a local product for the AFGSC approved MEEL. Changes to the AFGSC established MEEL require MAJCOM approval. Forward recommendations for changes, additions, or deletions to AFGSC/A4BI for evaluation. (T-2).

- 3.2.1.7.2.1. Requests for changes to the SPF listing will be submitted to AFGSC/A4BI. (T-2).
- 3.2.1.7.3. (Added) Ensure in conjunction with MOO/MX SUPT and supply functions that ORP list spare levels are maintained. ORP lists are mission essential parts; part failure would impede mission effectiveness but would not prevent mission accomplishment. Requests for changes to the ORP listing will be submitted to AFGSC/A4BI. (T-2).
- 3.2.1.7.4. (Added) Ensure the MEEL and ORP/SPF located on NMC2 are updated daily. (T-2).
- 3.2.1.12.1. (Added) The MXG/CC is approval authority for cannibalization of L-CAT non-deployed LFs. L-Cat non-deployed LFs will be maintained in operational condition with maintenance and repairs completed IAW standard maintenance priority designators. (T-2).
- 3.2.2.6.4. Provide monthly TCTO/MCL status reports to AFGSC/A4BI, AFGSC A4/MEO, AFNWC/NIEV, BCE Missile Engineer, and unit Operations Standardization and Evaluation. (T-2).
- 3.2.2.7.1.3. (Added) Daily schedules will be uploaded to NMC2 NLT 1600 local. (T-2).
- 3.2.3.6. Clear red (R) conditions as soon as possible in IMDS based on reports from production inspectors. (T-2).
- 3.2.3.8. MMOC will update status changes in IMDS. (T-2).
- 3.2.3.8.1. (Added) Perform “CFP or equivalent” responsibilities for ICBM communications equipment status reporting in IMDS per AFI 21-103. (T-2).
- 3.2.3.22. MMOC will update changes to team departure and arrival times in IMDS. (T- 2).
- 3.2.3.25.2. (Added) Request access through AFGSC/A4BI. (T-2).
- 3.2.3.27. (Added) The MCC is in command of the launch facility (LF) at all times, and is the authority in determining alert status in consultation with MMOC. MMOC Senior Controller will coordinate with the wing command post and responsible MCC to determine alert status changes. MMOC controllers will document MCC approved status changes in IMDS, FSR and NMC2 as required. (T-2).
- 3.2.3.27.1. (Added) Use these definitions to report sortie status in the FSR reporting system:
- 3.2.3.27.1.1. (Added) A-Cat: Sortie required on alert, launch capable with targeting. (T-2).
- 3.2.3.27.1.2. (Added) F-Cat: Scheduled off-alert, non-launch capable sortie on low priority target. (T-2).
- 3.2.3.27.1.3. (Added) L-Cat: New START non-deployed launch facility, no ICBM present. (T-2).
- 3.2.3.28. (Added) Provide a current list of discrepancies (hard copy or electronic) from

IMDS each day to the operations group to prepare missile combat crews with site specific equipment status for the assigned launch control center during alert pre-departure mission planning. (T-2).

3.2.6.7. Units will upload LF/LCC battery forms (AFTO Form 430) to NMC2. (T-2).

3.2.7.3.5.1. (Added) For XD2/XF3 assets, contact base supply function with information copies to AFGSC/A4R and AFGSC/A4B. Ensure each request includes stock number, back-order supply document number, quantity and complete justification. (T-2).

3.2.7.3.5.2. (Added) For XB3 assets, contact AFGSC/A4B with information copies to AFGSC/A4R. Ensure each request includes stock number, back-order supply document number, quantity and complete justification. (T-2).

3.2.7.3.5.3. (Added) AFGSC/A4R or AFGSC/A4B (through base supply function) as applicable will determine and direct removal and shipment of deactivation assets and provide specific processing instructions for both shipping and receiving bases. (T-2).

3.2.7.9. (Added) Update the ORP/SPF listing on NMC2 for all listed items maintained in DMS. (T-2).

3.3.1.1.1. (Added) Manage MXG maintenance personnel awaiting Phase II training (team training or 5-level back shop UGT).

3.3.1.1.1.1 (Added) Monitor awaiting training metrics.

3.3.1.1.1.2. (Added) The primary measure of student backlog is the average time awaiting team training. The goal is to achieve 6 months or less average time awaiting training for EMT, MMT, and FMS team training.

3.3.1.1.1.3. (Added) Monitor the number of students awaiting training to identify excessive student backlog. Four - twelve students for each AFSC is desirable to sustain average time awaiting training and meet the 6 month goal. NOTE: There will always be a number of students awaiting training as they complete prerequisites for field training (PRP cert, Nuclear Surety training, weapon qualifications, etc.) and it is essential to have students available to fill class seats.

3.3.1.7. As a minimum, all lesson plans for tasks certified IAW AFI 21-204 *Nuclear Weapons Maintenance Procedures*, PSRE response, and PSRE response equipment (e.g. PAC III, Level A suit, SCBA) lesson plans will be centrally managed by AFGSC/A4B. All lesson plans, to include local and centrally managed, will be maintained on NMC2. (T-2).

3.3.1.7.2 (Added) Ensure instructors utilize lesson plans to conduct technical training. (T-2).

3.3.2.2.6. (Added) Use IMDS to track ancillary training. Submit updates to the Master Course Code Catalog to **AFGSC.A4BX.workflow@us.af.mil**. (T-2).

3.3.2.8.2. Submit CFETP/TBA changes through 20AF/A4 to AFGSC/A4BX. (T- 2).

3.3.3.7.1.4. (Added) Master training plans will be reviewed/approved by the Team Training OIC/NCOIC or Training Flight CC/Supt prior to use. (T-2).

3.3.3.11.2. (Added) As a minimum, all lesson plans for tasks certified IAW AFI 21-204 *Nuclear Weapons Maintenance Procedures*, PSRE response, and PSRE response equipment (e.g. PAC III, Level A suit, SCBA) lesson plans will be centrally managed by AFGSC/A4B. All lesson plans, to include local and centrally managed, will be maintained on NMC2. (T-2).

3.3.3.11.3. (Added) To ensure continuity between instructors, verify the following items are included in each lesson plan: (T-2).

3.3.3.11.3.1. (Added) A list of specific items the instructor will train to meet the objective/sub-objective. (T-2).

3.3.3.11.3.2. (Added) How and why procedures are performed. This includes, but is not limited to, useful information to clarify procedures and recommended maintenance practices. (T-2).

3.3.4. AFGSC/A4BY is responsible for procurement, configuration control and administration. Submit any modification change proposals through 20AF/A4 to AFGSC/A4B. (T-2).

3.3.4.4.1. Identify trainer problems that cannot be resolved to AFGSC/A4BI. Refer trainer supply problems to AFGSC/A4R. (T-2).

3.3.4.4.2. Forward the POC's name AFGSC/A4BI. (T-2).

3.3.4.7. Report those TCTOs that cannot be completed within the specified time to AFGSC/A4BI. After completion of a TCTO, submit written notification of completion to AFGSC/A4BI. Units must coordinate with AFGSC/A4BI prior to performing installation of TCTOs on maintenance trainers. (T-2).

3.3.4.8. Forward copies of all discrepancy deferral IMDS runs affecting training devices to AFGSC/A4BI annually. (T-2).

3.3.4.9.1. Submit requests for approval to AFGSC/A4BI for approval. (T-2).

3.3.4.9.2. AFGSC/A4BI reviews the request for feasibility, completeness, applicability and appropriateness for use by other units. (T-2).

3.3.4.9.3. Notify AFGSC/A4BI prior to disposing of approved power on/up Class III trainers. (T-2).

3.3.4.11.2. Report trainer status to AFGSC/A4BI by the 5th duty day of each month. (T-2).

4.1.1.1. (Added) Endorse Team Chief certification packages prior to technician performing

team chief duties unsupervised. (T-2).

4.1.1.2. (Added) Ensure Large Maintenance Vehicle (LMV) operations are conducted IAW AFGSCI 21-106. (T-2).

4.2.1.4. (Added) Monitor monthly DEU operating hours. (T-2).

4.2.5. Additionally, the ICBM Missile Communications Section is responsible for the performance of preventive and corrective maintenance for the following. EHF MILSTAR and VLF/LF; SLFCS antenna and components; UHF Radio Set Group (AN/GRC-208) and Dual Mode Antenna; UHF MILSTAR terminals (AN/FRC-175 at MAFs and AN/GSC-42 at Command Post) and AN/GRC-228 Time Distribution Subsystem to include the Strategic Automated Command and Control System (SACCS); and Missile Control Communication System (MCCS) composed of Support Information Network (SIN) (SIN subsystems: Secure Communication Center (SCC) line, MAF-LF Telephones, MAF Interphones, LF Interphones, and Dial Lines 1-2), EWO-1, EWO-2, Hardened Voice Communication (HVC), and VHF Radio AN/VRC-19 Interface Circuit. (T-2).

5.1.2.1. Coordinate plans and supplements through 20AF/SE/A4, and AFGSC/SE/A4B. (T-2).

5.1.2.4. Coordinate convoy procedures through 30 SW/SE.

5.2.1. Test proposal, to include all necessary supporting information, will be routed to 20AF A4/SEW for coordination. 20AF will route recommendations to AFGSC/A4B/SEW for approval. Test proposals affecting RP/RPIE will be routed to AFGSC A7/MEO with an information copy to AFGSC/A4B and 20AF/A4. (T-2).

5.2.2. If field-testing is approved, AFGSC/A4B (A7/MEO for RPIE only) provides appropriate notification and implementing authority. (T-2).

5.2.3. Coordinate any decision to stop, suspend or resume testing with AFGSC/A4B/SEW (A7/ MEO for RPIE only) and 20AF/A4/SEW. (T-2).

5.2.4. Forward progress reports and field test results to AFGSC/A4B/SEW (A7/MEO for RPIE only) for final evaluation. Include information copies to 20AF/A4. (T-2).

5.3.1. Forward recommendations to AFGSC/A4BX with an information copy to 20AF/A4 using the AF IMT 847, *Recommendation for Change of Publication*. (T-2).

5.4.9. Ensure Large Maintenance Vehicle (LMV) operations are conducted IAW AFGSCI 21-106. (T-2).

5.4.10. Ensure annual review of Mission Assurance Certification Program. (T-2).

5.4.22. ICBM downstage convoy commanders will be trained and certified IAW AFGSCI 21-106. (T-2).

5.4.23. (Added) Endorse Team Chief Certification packages prior to technician performing team chief duties unsupervised. (T-2).

5.6.3. Notify AFGSC/A4BI when NDI support is lost. (T-2).

5.6.11. ETARs will be submitted and routed through NMC2. (T-2).

5.6.11.1. (Added) Units will immediately notify TF-214/OC, who will in turn notify AFGSC/A4B and 20AF/A4 of any ETAR that requires “Emergency Telephone” categorization IAW TO 00-25-107 or after-hours “Urgent” ETARs required to resolve a critical issue with a team on-site. AFGSC/A4B and 20AF/A4 will ensure immediate processing and/or verbal approval for alternate procedures. Verbal approvals require a teleconference between unit leadership, SPO engineering authority, 20AF/A4 and AFGSC/A4B. (T-2).

5.6.11.2. (Added) Units will not implement any ETAR direction from the System Program Office until it has been approved and released by AFGSC/A4B. (T-2).

5.8.2. Forward approved R&M panel meeting minutes and PIWG inputs through 20AF/A4/SEW to AFGSC/A4BI/SEW. (T-2).

5.9.3. (Added) The IREP will be chaired by the 576 FLTS/CC. Recommended participants include: LRS, Flight Service Center, DMS, Maintenance Supply Liaison, resource advisors, Maintenance Data Analysis Section, QA, and others as determined by the MXG/CC. IREP meetings will be conducted using the AFGSC IREP Template, available on NMC2, as a minimum standard for required topics. Forward quarterly meeting minutes to AFGSC/A4BI and 20AF/A4. (T-2).

5.11.15.1.3.1. (Added) Review WRF for discrepancies that indicate the potential for atmosphere-impacting conditions (i.e. ECS and make up air). (T-2).

5.11.15.1.10. (Added) Verification that team members were provided required crew rest IAW AFI 21-200. (T-2).

5.11.16. (Added) Team Chief Training/Certification Requirements. All work centers will comply with AFSC-specific requirements, if applicable, in addition to the basic training/certification requirements of this paragraph. (T-2).

5.11.16.1. (Added) Complete Team Chief Training IAW Attachment 3. (T-2).

5.11.16.2. (Added) Complete Production Inspector Training IAW Attachment 3.(T-2).

5.11.16.3. (Added) Complete a minimum of three supervised dispatches/in-shop maintenance work packages acting in a team chief capacity. Dispatches/in-shop maintenance will be documented IAW the flight’s field/in-shop supervisory visit program. (T-2).

5.11.16.4. (Added) Complete certification requirements IAW paragraph 5.14.5. (T-2).

5.11.16.5. (Added) Forward certification package (IMDS documentation of Team Chief and Production Inspector Training courses, documented field/in-shop supervisory visit reports, and MOO/MX Supt's certification) to squadron commander for endorsement. Squadron commander's written endorsement will be maintained in the applicable flight office as long as the technician is performing team chief duties. (T-2).

5.11.16.6. (Added) New Team Chief Supervision requirements:

5.11.16.6.1. (Added) MMT/MHT: IAW 5.37.5. (T-2).

5.11.16.6.2. (Added) All other work centers: A task-knowledgeable Section Supervisor will supervise new team chiefs (portal-to-portal) on their first two dispatches/in-shop maintenance work packages. (T-2).

5.12.5.1. (Added) Process Nuclear Weapons-Related Materiel (NWRM) IAW AFI20-110, *Nuclear Weapons-Related Materiel Management*. (T-2).

5.14.9. The MEEL will be established by AFGSC/A4BI and maintained on NMC2. Unit personnel will not substitute a local product for the AFGSC approved MEEL. Forward recommendations for changes, additions, or deletions to AFGSC/A4BI for evaluation. (T-2).

5.14.9.1. (Added) Ensure unit personnel maintain the AFGSC MEEL on NMC2. (T-2).

5.14.9.2. (Added) Ensure unit personnel maintain the AFGSC ORP/SPF listing on NMC2. (T-2).

5.14.11.1. (Added) Participate in unsatisfactory/fail boards to aid in identification of underlying causes and determining corrective actions. (T-2).

5.15.15. PT and TE Certifications will be accomplished IAW AFGSCI 21-106. (T-2).

5.15.16. (Added) Recommend personnel for QA evaluator & instructor duty to the 576 FLTS/CC. (T-2).

5.15.17. (Added) Ensure a Training Review Board is convened by Maintenance Operations Flight when training completion dates are exceeded. (T-2).

5.15.18. (Added) Participate in unsatisfactory/fail boards to aid in identification of underlying causes and determining corrective actions. (T-2).

5.15.19. (Added) Review/Validate unit's Team Chief Training Program annually. (T-2).

5.16.2.1. (Added) Load lists will be submitted to the Equipment Section before the unit's maintenance scheduling meeting at least one day prior to a scheduled dispatch. (T-2).

5.16.2.2. (Added) Validate load lists on file in the Equipment Section for accuracy at least annually. (T-2).

5.16.5.7. (Added) Review work package to ensure inclusion of all workable discrepancies. (T-2).

- 5.16.5.7.1. (Added) Review WRF for discrepancies that indicate the potential for atmosphere-impacting conditions (i.e. ECS and make up air). (T-2).
- 5.16.5.8. (Added) Current status of LF/MAF equipment and assets. (T-2).
- 5.16.5.9. (Added) Documentation requirements. (T-2).
- 5.16.5.10. (Added) Compliance with emergency procedures. (T-2).
- 5.16.5.11. (Added) Proper TO usage and pertinent TO changes. (T-2).
- 5.16.5.12. (Added) Currency of Explosive Safety and Missile Safety training. (T-2).
- 5.16.5.13. (Added) Verify team members were provided required crew rest IAW AFI 21-200. (T-2).
- 5.16.31. (Added) Participate in applicable unsatisfactory/fail boards to aid in identification of underlying causes and determining corrective actions. (T-2).
- 5.16.32. (Added) Ensure a certified team chief is assigned for all maintenance operations. (T-2).
- 5.16.33. (Added) Ensure the MEEL and ORP/SPF located on NMC2 are updated daily for any items controlled by the work center. (T-2).
- 5.16.34. (Added) Ensure TE and PT drivers dispatched to launch facilities are certified IAW AFGSCI 21-106. (T-2).
- 5.16.35. (Added) Develop a Recurring Technical Training (RTT) program with assistance from the UTTM, to satisfy individual work center needs. (T-2).
- 5.18.8. (Added) Immediately notify the team chief or task supervisor of any condition perceived to be unsafe or dangerous. (T-2).
- 5.19.3.1. (Added) Ensure instructors utilize lesson plans to conduct technical training. (T-2).
- 5.19.6. As a minimum, all lesson plans for tasks certified IAW AFI 21-204 *Nuclear Weapons Maintenance Procedures*, PSRE response, and PSRE response equipment (e.g. PAC III, Level A suit, SCBA) lesson plans will be centrally managed by AFGSC/A4B. All lesson plans, to include local and centrally managed, will be maintained on NMC2. (T-2).
- 5.19.11.6.6. Forward the POC's name to AFGSC/A4BI and 20AF/A4. (T-2).
- 5.27.2.1.2. Submit requests to AFGSC/A4BX with courtesy copies to 20AF/ICE. (T- 2).
- 5.27.2.1.5. (Added) Use IMDS to track ancillary training. Submit updates to the Master Course Code Catalog to AFGSC.A4BX.workflow@us.af.mil. (T-2).

- 5.27.2.7.2. Submit CFETP/TBA changes through 20AF/A4 to AFGSC/A4BX. (T-2).
- 5.27.2.7.5. Forward copies of local CFETP continuation sheets to AFGSC/A4BX. (T-2).
- 5.34.4.5.1. (Added) For XD2/XF3 assets, contact base supply function with information copies to AFGSC/A4R and AFGSC/A4B. Ensure each request includes stock number, back-order supply document number, quantity and complete justification. (T-2).
- 5.34.4.5.2. (Added) For XB3 assets, contact AFGSC/A4B with information copies to AFGSC/A4R. Ensure each request includes stock number, back-order supply document number, quantity and complete justification. (T-2).
- 5.34.4.5.3. (Added) AFGSC/A4R or AFGSC/A4B (through base supply function), as applicable, will determine and direct removal and shipment of deactivation assets and provide specific processing instructions for both shipping and receiving bases. (T-2).
- 5.34.7.9. (Added) Identify SPF list to AFGSC/A4R and AFGSC/A4B. (T-2).
- 5.34.7.9.1. (Added) Update the ORP/SPF listing on NMC2 for all listed items maintained in DMS. (T-2).
- 5.35.1.6.1. The MEEL will be established by AFGSC/A4BI and maintained on NMC2. Unit personnel will not substitute a local product for the AFGSC approved MEEL. Changes to the AFGSC established MEEL require MAJCOM approval. Forward recommendations for changes, additions, or deletions to AFGSC/A4BI for evaluation. (T-2).
- 5.35.1.6.2. Requests for changes to the SPF listing will be submitted to AFGSC/A4BI. (T-2).
- 5.35.1.6.3. Requests for changes to the ORP listing will be submitted to AFGSC/A4BI. (T-2).
- 5.35.1.6.4. (Added) Ensure the MEEL and ORP/SPF located on NMC2 are updated daily (T-2).
- 5.35.1.19. Coordinate Rivet MILE program issues with AFGSC/A4BY. (T-2).
- 5.35.1.21. (Added) Ensure training is conducted IAW para. 5.20. (T-2).
- 5.35.1.22. (Added) Convene TRB when projected training completion dates are exceeded. Establish attendance as required to determine cause(s) for exceeding projected training completion dates. (T-2).
- 5.35.2.7.1. Daily schedules will be uploaded to NMC2 NLT 1600 local. (T-2).
- 5.35.2.10. Provide monthly TCTO/MCL status reports to AFGSC/A4BI/A4/MEO, AFNWC/NIEV, BCE Missile Engineer and unit Operations Standardization and Evaluation. (T-2).

5.35.2.11.1.1. Units will submit a listing of any inspections more than 60 days overdue with a planned completion date to AFGSC/A4BI and 20AF/A4 by the 5th duty day of each month. Listing will include -6 exceptions. (T-2).

5.35.3.13. MMOC will update status changes in IMDS. (T-2).

5.35.3.22. MMOC will update changes to team departure and arrival times in IMDS. (T- 2).

5.35.6.7. Units will upload LF/LCC battery forms (AFTO Form 430) to NMC2. (T- 2).

Chapter 7 (Added)

TWENTIETH AIR FORCE (20AF)

7.1. (Added) Twentieth Air Force. 20AF/A4 will:

7.2. (Added) General Responsibilities

7.2.1. (Added) Develop and exercise wartime logistics support plans and annexes. (T-2).

7.2.2. (Added) Monitor unit alert rate and maintenance status for impact on war fighting capabilities. (T-2).

7.2.3. (Added) Review unit Force Status and Readiness daily for proper reporting and Estimated Time of Return status and forward daily results to AFGSC/A4BI. (T-2).

7.2.4. (Added) Assist units with the technical expertise necessary to resolve equipment concerns, equipment/part shortages, transfers, and final dispositions in coordination with AFGSC/A4B/A4R representatives. (T-2).

7.2.5. (Added) Review and release System Program Office recommendations for Priority Maintenance actions to missile wings for local disposition following HQ AFGSC/A4B approval. 20 AF/A4 will route direction through TF-214/OC as necessary to coordinate alert force changes. (T-2)

7.2.6. (Added) 20AF/A4 will screen all ETARs for technical content and necessity when received from an ICBM unit to include 576/FLTS and forward all submissions to AFGSC/A4BI and System Program Office. Invalid or unnecessary ETARs will be returned to the unit with the appropriate direction for resolution of deficiencies and resubmitted. AFGSC/A4BI will be the final approval/disapproval authority for all ETARs. (T-2).

7.3. (Added) 20AF Training Responsibilities.

7.3.1. (Added) Develop course material, allocate quotas, and conduct ICBM Instructor and Evaluator/Inspector courses. (T-2).

7.3.2. (Added) Attend Utilization and Training Workshops for 2M0XX career fields. (T-2).

7.4. (Added) Missile Potential Hazard Network (MPHN). 20 AF/A4, in coordination with AFGSC/A4 and AFNWC, will assist in resolving MPH emergency situations IAW EM/MPH directives. (T-2).

7.4.1. (Added) Forward all AF Form 847s or other guidance clarification requests relating to Missile Potential Hazard Network crisis action management, policy, procedures, and responsibilities to AFGSC/A4BX for review. (T-2).

7.5. (Added) 20AF Technical Order Related Responsibilities:

7.5.1. (Added) AFGSC Single Point of Contact for ICBM technical orders and AFTO 22s. (T-2).

7.5.2. (Added) Coordinate preliminary technical orders for missile maintenance procedures with AFGSC/A4B and AFGSC/A6O for missile communications systems prior to approval for field use. (T-2).

7.5.3. (Added) Review ICBM related AFTO 22 TO change request for applicability, accuracy and priority. Reviews will consider all users and if it will affect other TOs. (T-2).

7.5.4. (Added) Perform delegated TO verifications and validation reviews (AFTO Form 22 and AFTO Form 252) TO changes request. (T-2).

7.5.5. (Added) Review ICBM related TO increments distributed for accurate incorporation of AFTO Form 22 and AFTO Form 252 data. Address any errors or inadequate procedures with responsible TOMA and provide any interim guidance to the field when necessary. (T-2).

Chapter 8 (Added)

MAINTENANCE STAFF ASSISTANCE VISIT (MSAV) PROGRAM

8.1. (Added) Scope of the Maintenance Staff Assistance Visit (MSAV) Program. The MSAV is an opportunity to receive assistance from experienced HQs personnel who develop maintenance policy and guidance, and compliance criteria. It is not an inspection, nor is its intended purpose solely to prepare units to pass inspections. The MSAV is an opportunity to resolve and clarify issues between the unit and HQ functional managers. The MSAV objectives are to:

Note: For the purpose of this chapter, MXG/CC will also apply to 576 FLTS/CC.

8.1.1. (Added) Determine if HHQ guidance is adequate/clear. (T-2).

8.1.2. (Added) Provide feedback to the MXG/CC on whether the unit is properly applying sound procedures to implement current guidance. (T-2).

8.1.3. (Added) Assist process improvement through the identification of outstanding programs. (T-2).

8.1.4. (Added) Provide situational awareness on command compliance to senior leadership in the form of an MSAV executive summary. (T-2).

8.2. (Added) Assessment Areas. Specific assessment areas are determined by the MXG/CC requesting the MSAV. (T-2).

8.3. (Added) MSAV Trip and Event Scheduling.

8.3.1. (Added) AFGSC/A4BX will schedule MSAVs per the unit's request. (T-2).

8.3.2. (Added) Units will send a draft schedule to AFGSC/A4BX, NLT 30 days prior to the scheduled visit and provide a unit POC for scheduling. (T-2).

8.3.3. (Added) AFGSC/A4BX will coordinate a schedule of events (SOE) and provide a confirmed SOE NLT 14 days prior to MSAV team arrival. After the visit and events schedule is confirmed, any scheduling conflicts must be immediately brought to the attention of the AFGSC MSAV POC for resolution. (T-2).

8.4. (Added) MSAV Funding. AFGSC/A4B will fund TDY costs associated with providing MSAV visits to all nuclear wings and 576th Flight Test Squadron. (T-2).

8.5. (Added) MSAV Team Composition and Requirements.

8.5.1. (Added) AFGSC/A4B will determine the size of MSAV teams based on specific assessment areas selected. (T-2).

8.5.2. (Added) The AFGSC/A4B division chief will appoint the MSAV team lead. (T-2).

8.5.3. (Added) AFGSC/A4B team is responsible for arranging lodging. (T-2).

8.5.4. (Added) The MSAV team lead will notify the unit POC of vehicle requirements for transportation on base and in the missile complex. (T-2).

8.5.4.1. (Added) The MSAV team will work with the unit POC and unit security manager to ensure all necessary information is given to accomplish all necessary EAL required to complete the MSAV. (T-2).

8.5.5. (Added) Standard MSAV team work center requirements include at least two computers with internet access, a shredder, at least one color duplex printer, one on-call information manager, and team member access to a protected folder on a shared drive. This work center will be accessible to MSAV team members at all times. AFGSC/A4B will request any additional work center requirements through the unit POC. (T-2).

8.6. (Added) MSAV Duration and Meetings. AFGSC/A4B will determine the duration of MSAVs based on mission requirements. Direct interaction between the team lead, all team members, the MXG commander and respective staff is essential to ensure the MSAV efficiently accomplishes its objectives. (T-2).

8.6.1. (Added) The team lead will conduct an in brief with the MXG/CC. (T-2).

8.6.2. (Added) The MSAV team lead will meet with the MXG/CC or designated representative daily or as arranged and will conduct a daily out brief of all scheduled events. (T-2).

8.6.3. (Added) MSAV team members will conduct an informal feedback/out brief with supervision from all assessed areas. (T-2).

8.7. (Added) MSAV Report.

8.7.1. (Added) The MSAV report is a non-rated assessment to assist units in identifying strengths and areas for improvement in order to enhance overall maintenance effectiveness and compliance. (T-2).

8.7.2. (Added) The MSAV team lead uses inputs provided by each team member to build the report. The MSAV team chief will provide a draft copy of the MSAV report to the MXG/CC prior to the team's departure. The final report will be validated by the A4B Division Chief and forwarded to the MXG/CC within 30 days of the assessment. (T-2).

8.7.3. (Added) With the exception of Best Practices noted during an assessment, the authority for distribution of MSAV reports is the MXG/CC. AFGSC/A4BX retains an office record copy on file, but will not distribute detailed reports outside of the directorate. The report will not be distributed to or discussed with the Inspector General (IG). (T-2).

8.7.4. (Added) Report findings will be classified in three areas:

8.7.4.1. (Added) Observation: An area that does not meet established standards. Observations will specifically address the item(s) that does not meet standards and provide a recommended corrective action. Observations will reference governing instructions and guidance (i.e. AFI, AFGSC Instructions, TO, USSTRATCOM Publications, etc.). (T-2).

8.7.4.2. (Added) Recommended Improvement Area: An area that meets minimum standards but could be improved by a suggested course of action. (T-2).

8.7.4.3. (Added) Best Practice: An area that clearly exceeds established standards and should be shared across the command. (T-2).

8.7.4.4. (Added) MSAV reports will be marked as Unclassified Controlled Nuclear Information (UCNI) IAW AFI 31-401, *Information Security Program Management*, and will comply with other governing guidance and instructions for document marking. (T-2).

8.7.5. (Added) Observations noted on previous MSAVs which haven't been adequately resolved will be labeled as "Repeat." (T-2).

8.7.6. (Added) Areas requiring support/assistance or policy and guidance revisions to remedy inadequate guidance will be documented in the report. (T-2).

8.7.7. (Added) Professional Performers noted throughout the MSAV will be recognized in the report. (T-2).

8.8. (Added) Unit Responsibilities. Units will:

8.8.1. (Added) Provide a unit POC to the MSAV team lead. This position serves as the MXG liaison and provides the following support: (T-2).

8.8.1.1. (Added) Provide MSAV team lead with proposed assessment areas NLT 30 days prior to the scheduled visit. (T-2).

8.8.1.2. (Added) Assist with billeting and transportation arrangements as required. (T-2).

8.8.1.3. (Added) Provide a work center for the MSAV team. (T-2).

8.8.1.4. (Added) Provide administrative and communications support as required. (T-2).

8.8.1.5. (Added) Ensure wing and unit Security Forces personnel receive the site access message and an EAL is processed for the team prior to arrival of the team and the start of an MSAV. (T-2).

8.8.1.6. (Added) Coordinate MSAV out brief scheduling and location. (T-2).

Attachment 1 (Added)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFGSCI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*, 21 Mar 13

Abbreviations and Acronyms

AFGSC - Air Force Global Strike Command

AFNWC - Air Force Nuclear Weapon Center

AFTO - Air Force Technical Order Change Request

CSD(G) - Command Signal Decoder Ground

CAT - Crisis Action Team

ESA - Electrical Surge Arrestor

EOD - Explosive Ordnance Disposal

FSC - Flight Security Controller

KS - Keying Storage

LC - Launcher Closer

LEL - Lower Explosive Limit

LRS - Logistics Readiness Squadron

MSC - Missile Security Control

MW - Missile Wing

P&S - Plans and Scheduling

PIGA - Pendulous Integrating Gyroscopic Accelerometer

REMIS - Reliability Maintainability Information System

RMP - Rapid Message Processing

R/T - Receiver/Transmitter (R/T) Alarm Set Drawer

SCBA - Self-Contained Breathing Apparatus

SIAC - Shock Isolator Air Compressor

SIN - Support Information Network

Table A2.1. Priority Designators

MAINTENANCE PRIORITY	APPLICATION
2	<p>(Added) Maintenance actions/TCTOs required for LFs and LCCs committed to modification/command approved or directed test programs (e.g. SERV, Fast Rising B-Plug, or other designated life extension programs), or to place a sortie into, or return from L-CAT status.</p>
NOTES:	<p>8. (Added) Sorties in “L-CAT” condition WILL NOT be generated during EWO generation exercise conditions.</p> <p>9. (Added) Prioritization of repair actions for non-deployed sorties will be consistent with prioritization of repair actions for deployed sorties unless specifically noted in technical orders, or this instruction. Within the maintenance priority, schedule deployed maintenance before non-deployed (e.g., work Priority 3 security faults at a deployed sortie prior to working a Priority 3 security fault at a non-deployed sortie).</p>

Attachment 3 (Added)

TRAINING REQUIREMENTS

A3.30 (Added) Codes Familiarization Training: Applies to: MMOC, Plans and Scheduling, QA section NCOICs, Technical Engineering, and all non-code handlers who supervise code handlers at the section or flight level.

Frequency: Annual

Remarks: The initial codes familiarization training requirement must be classroom instruction conducted by a certified code controller instructor. Thereafter, codes familiarization will be conducted annually using self-study packages or other media format (slide show or video).

OPR: Wing Codes

Remarks: Ensure compliance with requirements set forth in AFGSCI 13-5301, Volume 5, *Wing Code Controller and Handler Standardization, Evaluation and Training*. (T-2)

A3.31. (Added) Fast Rising B-Plug (FRBP) Hazard Awareness Training: Applies to: All 2M0XX, 21XX, and equivalent civilian personnel who dispatch to operational launch facilities.

Frequency: One time.

OPR: AFGSC/A4B.

Remarks: ADLS video (Course Code G3MKUW0T0001). (T-2)

A3.32. (Added) IMDS Supply Training: Applies to: All maintenance personnel who order parts.

Frequency: One time.

OPR: AFGSC/A4B.

Remarks: Training Flight/576 FLTS NCOIC will ensure personnel are trained IAW MAJCOM Training Guide upon assignment to duty positions which require individuals to order parts through standard base supply system (SBSS). (T-2)

Attachment 6 (Added) (T-2)

MISSION ESSENTIAL SUBSYSTEM LIST (MESL)

Table A6.1. (Added) LF Mission Essential Subsystem List (MESL): Non-Mission Capable (NMC)/Partially Mission Capable (PMC) Conditions for IMDS Reporting.

The following conditions affect ICBM launch capability, accuracy, security, or survivability and must be reported on the AFGSC Status Sheet on NMC2.	
Launch Facility (LF) SYSTEM/SUB-SYSTEMS:	Condition Descriptions:
LF Environmental Control System (ECS)	
Normal ECS (NECS)	PMC when site has been operating on Emergency ECS for one hour or longer
Emergency ECS	PMC when Emergency ECS is inoperative and NECS is operational NMC when NECS and Emergency ECS are inoperative (site shutdown to avoid equipment damage)
LF Standby Power System	PMC when diesel will not start automatically and assume the load
LF Emergency Power	PMC when an LF is on battery power for one hour or longer PMC when Emergency Power system life expectancy is less than specified in TO 21M-LGM30F-102 (Batteries require checkout or replacement) PMC when LF storage batteries have exceeded the maximum prescribed service life specified in the -6 T.O.

<p>LF Communications</p>	<p>PMC when ALCC has failed data portion at the LF</p> <p>PMC for severed, damaged or seriously degraded Hardened Intersite Cable System (HICS)</p>
<p>LF Security System</p>	<p>PMC for inoperative Outer Zone (OZ) Security</p> <p>PMC for inoperative Inner Zone (IZ) Security</p> <p>PMC for both IZ/OZ inoperative</p> <p>PMC for any other discrepancy that requires Security Forces posting on an unmanned facility (no maintenance in progress)</p>
<p>Missile Suspension System</p>	<p>PMC when any missile suspension system discrepancy exceeds tolerances to the extent that maintenance action is required by technical data</p>
<p>Missile Guidance Set (MGS)</p>	<p>PMC for HHQ-directed MGS Recycle (other than time change requirement)</p> <p>PMC for Missile Guidance Set components overdue time change (i.e. MGS with greater than 100K PIGA operating hours)</p> <p>PMC for MGS discrepancy that creates flight accuracy/CEP degrades</p>
<p>LF Hardness/Survivability</p> <p>Shock Isolation System</p> <p>Launch Tube Hardness</p>	<p>PMC when shock isolated floor shoring is installed</p> <p>PMC for any inoperative shock isolator(s)</p> <p>PMC for LF hardness/survivability discrepancy within the launch tube or which affects the missile, to include RFI gasket discrepancies</p>

Note: Do not report attaching hardware discrepancies (i.e. screws, washers, stripped threads) or damaged RFI shields as weapon system PMC conditions unless the hardware discrepancy results in inoperative essential subsystem per technical orders. Document hardware/RFI gasket discrepancies and assign maintenance priority IAW table A2.1. Priority Designators. Request engineering guidance if hardware condition or multiple hardware/RFI discrepancies are to the extent that weapon system hardness/survivability could be rendered ineffective.

Table A6.2. (Added) LCC Mission Essential Subsystem List (MESL): Non-Mission Capable (NMC)/Partially Mission Capable (PMC) Conditions for IMDS Reporting.

The following conditions affect ICBM launch capability, hardness, or survivability and must be reported on the AFGSC Status Sheet on NMC2.	
Launch Control Center (LCC) SYSTEM/SUB-SYSTEMS:	Condition Descriptions:
LCC NMC Conditions: Any condition that affects Command and Control functions, targeting, inhibiting, and/or launching sorties	Any condition that requires or results in an LCC transferring/losing primary time slot/AFI.
LCC Environmental Control System (ECS): Normal ECS (NECS) Emergency ECS	PMC when site has been operating on Emergency ECS for one hour or longer PMC when Emergency ECS is inoperative and NECS is operational NMC when NECS and Emergency ECS are inoperative (site shutdown to avoid equipment damage)
LCC Standby Power System	PMC when LCC Diesel will not start automatically or manually and assume the load
LCC Communication	PMC for an outage (NMC condition) on any NC3 system. See Table A6.3.
LCC Emergency Power	PMC when an LCC is on battery power for one hour or longer PMC when Emergency Power system life expectancy is less than specified in TO 21M-LGM30F-102 (Batteries require checkout or replacement) PMC when LCC storage batteries have exceeded the maximum prescribed service life specified in the -6 T.O.

<p>LCC React Console</p> <p>Launch Control Panel</p> <p>Launch Enable Panel</p> <p>Coop Launch Switches</p> <p>Weapon System (WS), Visual Display Unit (VDU)</p> <p>Higher Authority (HA), VDU</p> <p>Rapid Message Processing (RMP)</p> <p>RMP and RMPB</p> <p>Operator Input Device (Keyboard and Trackball)</p> <p>Printer</p> <p>Weapon System Processor (WSP) inoperative</p>	<p>NMC when LCP is inoperative</p> <p>PMC when LEP is inoperative</p> <p>NMC when Coop Switches are inoperative</p> <p>PMC when one WS VDU inoperative NMC when both WS VDUs inoperative</p> <p>PMC when one or both HA VDUs are inoperative</p> <p>PMC when either RMP or RMPB is inoperative</p> <p>NMC if both RMP and RMPB are nonoperational</p> <p>PMC for any OID degrade NMC when both keyboards are inoperative</p> <p>PMC when the printer is inoperative and at least one HA VDU is operational</p> <p>NMC when the printer and both HA VDUs are inoperative</p> <p>NMC when WSP is inoperative</p>
<p>LCC Hardness/Survivability</p> <p>Shock Isolation System</p> <p>LCC/LCEB Blast Door</p> <p>LCC Blast Valves</p>	<p>PMC when shock isolated floor shoring is installed</p> <p>PMC for any inoperative shock isolator(s)</p> <p>PMC when lock pins cannot be extended on a daily basis</p> <p>PMC when HPU/HCU is inoperative, or when pinned open</p>

NOTES:

1. Do not report attaching hardware discrepancies (i.e. screws, washers, stripped threads) or damaged RFI shields as weapon system PMC conditions unless the hardware discrepancy results in inoperative essential subsystem per technical orders. Document hardware/RFI gasket discrepancies and assign maintenance priority IAW table A2.1. Priority Designators. Request engineering guidance if hardware condition or multiple hardware/RFI discrepancies are to the extent that weapon system hardness/survivability could be rendered ineffective.
2. Do not report SACCS Outages in IMDS.

Table A6.3. (Added) ICBM NC3 FMC/PMC/NMC Definitions.

Equipment will be reported by the following categories IAW AFI 21-103			
System	FMC (Green)	PMC (Amber)	NMC (Red)
MMP/MMP-U EHF (MILSTAR or AEHF)	Transmit and Receive on all networks [1].	RX and decrypt on EAM network; Some other networks TX or RX degraded.	Unable to RX or decrypt on EAM receive network (other networks may or may not be available).
MMP/MMP-U VLF/LF	Receive/Sync on all modes for each link [2].	RX/Sync on one but not all modes for either link.	Unable to RX/Sync on any mode.
SACCS	Transmit and Receive on all lines [3].	RX and decrypt EAM network.	Unable to RX or decrypt on EAM.
UHF MILSTAR (FRC-175)	Transmit and Receive on all networks [1].	RX and decrypt EAM network.	Unable to RX or decrypt on EAM.
UHF Radio (AN/GRC-208)	Transmit and Receive on all assigned frequencies [4].	RX and TX on at least one, but not all assigned frequencies.	Unable to RX on all assigned frequencies; Unable to TX on all assigned frequencies.
<p>Notes:</p> <p>1. System has full receive/transmit capability on any satellite flight. Data received at the LCC and sent to the distant end is reliable (decrypted) and usable.</p> <p>2. VLF/LF is a receive-only system with three receive modes on two links. VLF/LF does not receive communications checks therefore day-to-day operation can only be verified viewing each mode's sync status.</p> <p>3. Some sites have multiple SACCS lines. SACCS capability at those sites is a sum of all lines (e.g. if one line is PMC, SACCS is considered PMC at that site). Status and details of system degradation may become classified per SACCS Security Classification Guide.</p> <p>4. UHF Radio can be assigned up to 19 frequencies but not all are assigned per mission requirements.</p>			

Table A6.4. (Added) ICBM Communications Non-NC3 and Ancillary Systems FMC/PMC/NMC Definitions.

Equipment will be reported by the following categories IAW AFI 21-103			
System	FMC (Green)	PMC (Amber)	NMC (Red)
MAF MCCA (EWO, HVC, SIN, VHF Interface)	<ol style="list-style-type: none"> 1. Transmit and receive ring/audio is available to/from all LFs. 2. Remote DEU starting capability exists to all LFs. 3. MAF interphones, dial lines, EWO, HVC, and VHF interface provide full receive and transmit voice capabilities. 	A degrade to one or more of the FMC capabilities listed.	Full loss/outage of all capabilities.
LF MCCA (SIN Lines)	<ol style="list-style-type: none"> 1. Transmit and receive ring/audio is available to/from the MAF. 2. LF interphone subsystem can receive and transmit audio. 	A degrade to one of the FMC capabilities listed.	Full loss/outage of all capabilities; either the MAF or LF cannot use audio on the MAF-LF telephone.
AN/GRC-228 TDS	Provides time and data writing and charging to Time Standard Modules (TSM) via all receptacles.	Any degrade making one or more receptacle useless.	System cannot write any TSMs.

Attachment 7 (Added)

LAUNCH FACILITY RECOVERY PROCEDURES

LAUNCH FACILITY RECOVERY: The following steps will be used to perform LF recovery under the direction of the Missile Potential Hazard Network. These procedures will be used to shut-down and electrically isolate the LF(s) in the event of a sortie execution. Due to the scope of recovery operations, the following procedures cannot be all inclusive for all actions required to gain access to the Launcher Equipment Rooms (LER). Unit personnel will provide a detailed report of all LF damage, after completion of an on-site assessment. (T-2).

A7.1. (Added) A two-person team will be dispatched to provide security as soon as possible following sortie execution. Electrically adjacent sorties are accessible via HICS lines, until site isolation is accomplished at electrical interconnects. The two-person concept team will monitor the sortie from 2,000 feet upwind until released or directed on-site by MMOC/Wing Security Control. (T-2).

A7.2. (Added) Using the appropriate 21M-LGM30X-2-21-X technical order, identify all LFs/LCCs electrically interconnected to the executed sortie. (T-2).

A7.3. (Added) Parent LCC. Using the 21M-LGM30F-12 and the appropriate 21M-LGM30X- 2-21-X technical order, disconnect and separately tape the wires between the ESA and the High Energy Spark Gap for command receive, command transmit, SIN receive, and SIN transmit lines. Install a shorting wire, 18 gauge or larger, between out terminal 1 and 2 of each disconnected ESA module. (T-2).

A7.4. (Added) Interconnected LFs. Using the 21M-LGM30F-12 and the appropriate 21M-LGM30X-2-21-X technical order, determine interconnects for electrically adjacent sites.

Disconnect and separately tape the command transmit and receive lines for the executed sortie at the ESA IN 1 and 2 terminals. Install a shorting wire, 18 gauge or larger, between the IN 1 and 2 terminals. (T-2).

A7.5. (Added) Executed Sortie. A toxic atmosphere could be present. The LF shall not be entered without the use of self-contained breathing apparatus (SCBA) unless the area has been declared free of contaminated air by Bio-Environmental personnel. All personnel will wear protective clothing, as directed by Bio-Environmental, when entering the topside area until the area is sampled and declared safe for entry. The buddy system (one person continually monitoring the work of another during hazardous operations) shall be used during initial LF entry until the LF has been declared safe by Bio-Environmental. (T-2).

A7.5.1. (Added) Dispatch Bio-Environmental personnel to verify the LF atmosphere is safe for maintenance actions. (T-2).

A7.5.1.1. (Added) Don protective clothing and SCBA before approaching LF. (T-2).

A7.5.1.2. (Added) Test environmental conditions topside as directed by the MPH team chief. (T-2).

A7.5.1.3. (Added) Evaluate topside condition and report results. (T-2).

A7.5.1.4. (Added) Access LERs and perform environmental testing as directed by the MPH team chief. (T-2).

A7.5.2. (Added) Ordnance devices are extremely hazardous. MMT will determine if LF ordnance is safe for removal. Coordinate with MMOC to dispatch Explosive Ordnance Disposal EOD personnel if required. (T-2).

A7.5.3. (Added) Perform LER Electronic Rack Power Removal procedures, IAW T.O. 21M-LGM30G-2-10. (T-2).

A7.5.4. (Added) Remove the KS-60 IAW T.O. 21M-LGM30G-2-12-2. (T-2).

A7.5.5. (Added) Remove the R/T Alarm Set drawer, IAW T.O. 21M-LGM30G-2-4. (T-2).

A7.5.6. (Added) Coordinate with unit Codes personnel for administrative decertification or removal of all remaining critical components IAW T.O. 21M-LGM30F-12-1. (T-2).

A7.5.7. (Added) Inspect LF for damage and report findings. (T-2).

A7.5.8. (Added) Install an environmental cover IAW TO 21M-LGM30G-2-28 to protect the open launch tube. CE may be dispatched to construct launch tube covers on site. (T-2).

A7.5.9. (Added) Repair/replace LF security fence as required to provide appropriate level of resource protection. (T-2).

Attachment 8 (Added)

TCTO MANAGEMENT PROCEDURES (T-2)

A8. (Added) The following procedures shall be used to manage Time Compliance Technical Orders (TCTO). The term TCTO as used in this attachment includes TCTOs, MCLs & OTIs unless stated otherwise. The Plans and Scheduling section has the overall responsibility for TCTO programs. (T-2).

A8.1. (Added) All agencies involved in the TCTO review process will utilize the AFGSC TCTO/MCL Comprehensive Review Checklist found at <https://cs.eis.af.mil/afnuclearmunitions/afgsc/A4B/default.aspx>. (T-2).

A8.2. (Added) Specific TCTO, MCL and OTI responsibilities are listed below:

A8.2.1. (Added) QA Personnel will:

A8.2.1.1. (Added) Attend all TCTO planning meetings. (T - 2).

A8.2.1.2. (Added) Review, date, and stamp TCTOs. (T-2).

A8.2.1.3. (Added) Perform an initial review of all TCTOs/supplements IAW AFGSC TCTO/MCL Comprehensive Review Checklist. (T-2).

A8.2.1.3.1. (Added) Verify TCTO applicability. (T-2).

A8.2.1.3.2. (Added) Verify the unit has current and compatible technical orders. (T-2).

A8.2.1.3.3. (Added) Identify that the performing work center(s) technicians have all required training to perform the TCTO. (T-2).

A8.2.1.3.4. (Added) Identify any unique supply items and/or special tools or equipment that will be needed. (T-2).

A8.2.1.3.5. (Added) Ensure the TCTO, MCL or modification will if needed, interface with all other associated TCTOs or modifications. (T-2).

A8.2.1.3.6. (Added) Ensure if a TCTO affects nuclear certified items, products, and or equipment as defined in AFI 91-103, Air Force Nuclear Safety Design Certification Program, the following is accomplished:

A8.2.1.3.6.1. (Added) A current copy of the TCTO is sent to Wing Safety for review. (T-2).

A8.2.1.3.6.2. (Added) Verify all items annotated as "nuclear certified" are correctly listed on the Master Nuclear Certification List. (T-2).

A8.2.1.3.7. (Added) For TCTO supplements requiring additional maintenance, ensure the data code does not match the basic TCTO. For supplements not requiring additional maintenance the data code should match the basic TCTO. (T-2).

A8.2.1.4. (Added) Complete a random and periodic evaluation of all TCTOs and modification tasks in progress to ensure quality maintenance and progress is tracked and documented. Maintain a copy of IMDS Screen 525 to validate inspection of the first, last, and 10% of each TCTO. (T-2).

A8.2.1.5. (Added) Report all TCTO content deficiencies to AFGSC/A4BI and appropriate TCTO manager(s) IAW T.O.s 00-5-1 and 00-5-15. (T-2).

A8.2.1.6. (Added) Initiate AFGSC TCTO/MCL Comprehensive Review Checklist and coordinate with all applicable agencies. (T-2).

A8.2.1.7. (Added) Route copies of all TCTOs/supplements and completed checklists to the T.O. Library. (T-2).

A8.2.1.8. (Added) Ensure the TODO establishes ID requirements for TCTO Header Series. (T-2).

A8.2.1.9. (Added) Provide technical support to all work centers that are performing TCTOs. (T-2).

A8.2.1.10. (Added) Ensure all technical TCTO deficiencies are submitted as URGENT. (T-2).

A8.2.2. (Added) T.O. Library will:

A8.2.2.1. (Added) Provide a copy of the TCTO to the Flight Service Center of the Material Management Flight and LRS Chief Inspector for all TCTOs. (T-2).

A8.2.2.2. (Added) Ensure copies of the TCTO are provided to the managing agency and performing work center(s), to include the TCTO Review Checklist. All working copies will be marked "working copy/destroy when complete". Working copies will not be placed in a formal T.O. file. (T-2).

A8.2.2.3. (Added) Ensure the Enhanced Technical Information Management System (ETIMS) is reviewed daily for new/rescinded TCTOs/supplements. (T-2).

A8.2.2.4. (Added) Provide copies of all new TCTOs/supplements to QA. (T-2).

A8.2.2.5. (Added) Coordinate all rescinded TCTOs/MCLs/OTIs with QA/P&S to ensure TCTO completion before removing/destroying. (T-2).

A8.2.2.6. (Added) Document receipt and review of applicable and non-applicable formal TCTOs in ETIMS. (T-2).

A8.2.2.7. (Added) File copies of all TCTOs/supplements IAW TO 00-5-1. For non-applicable TCTOs, a copy of the AFGSC TCTO/MCL Comprehensive Review Checklist will precede the TCTO. (T-2).

A8.2.2.8. (Added) For all discrepancies, e-mail AFNWC/NWIEV at afnwc.niev.tcto@hill.af.mil and cc AFGSC/A4BI at afgsc.A4Bi.workflow@us.af.mil.

A8.2.3. (Added) Plans and Scheduling (P&S) will:

A8.2.3.1. (Added) Brief the MXG/CC weekly on significant problems, potential delays and unaccomplished TCTOs that are within 60 days of grounding. (T-2).

A8.2.3.2. (Added) Reconcile TCTO Kit status monthly in conjunction with base supply. The reconciliation process will include a cross-check of AF Form 2001 for accuracy. (T-2).

A8.2.3.3. (Added) Load TCTOs under status code 14 for LFs/MAFs until scheduled and/or kits/parts are ordered/received. Proper documentation of TCTO status codes is a joint effort between the performing work center and P&S. (T-2).

A8.2.3.3.1. (Added) Determine total number of end items applicable to the TCTO. Send copy of AFTO Form 2001 *Notification of TCTO Kit Requirements* to TCTO Kit Monitor in LRS indicating number of items to be modified by serial number. A copy of the AFTO Form 2001 will be retained in the TCTO folder. (T-2).

A8.2.3.3.2. (Added) Order TCTO kits using Screen 345 in IMDS or thru LRS using locally developed process. Accurate documentation of document numbers against site is paramount to ensure accountability of kits. (T-2).

A8.2.3.4. (Added) Perform a reconciliation against IMDS and REMIS to ensure 100% accuracy prior to submitting TCTO completion letters. (T-2).

A8.2.3.5. (Added) Perform a monthly reconciliation between IMDS screen 525 and REMIS screens, GRP4140 and GRP4180. (T-2).

A8.2.3.6. (Added) Perform a review of IMDS-to-REMIS TCTO rejects weekly utilizing IMDS Screen 690. (T-2).

A8.2.3.7. (Added) Perform a monthly review of REMIS Screen GRP4160 for TCTOs approaching rescission dates. TCTO extensions will be requested IAW 00-5-15. Request will be a minimum 60 days out from "Rescission Date/Remove from Service Date," whichever is earlier. (T-2).

A8.2.3.8. (Added) Establish and maintain a TCTO folder for active TCTOs. Once the TCTO

has reached its rescission date, place a current copy of IMDS Screen 525 in folder and move to an inactive TCTO file. Once TCTO has been rescinded, the folder is no longer required. (T-2).

A8.2.3.9. (Added) Organize TCTO folders as follows:

A8.2.3.9.1. (Added) Outside cover will be labeled with TCTO/MCL/OTI number, data code, narrative, ground date and current rescission date. (T-2).

A8.2.3.9.2. (Added) Tab 1 will contain IMDS screen 525 from last reconciliation. (T-2).

A8.2.3.9.3. (Added) Tab 2 will contain AFGSC TCTO/MCL Comprehensive Review Checklist (and meeting minutes as applicable) from Implementation Meeting. (T-2).

A8.2.3.9.4. (Added) Tab 3 will contain a copy of basic TCTO and supplements. (T-2).

A8.2.3.9.5. (Added) Tab 4 will contain a current copy of AF Form 2001, *Notification of TCTO Kit Requirements*. (T-2).

A8.2.3.9.6. (Added) Tab 5 will contain completion letters, REMIS screens GFM0400, GRP4140, GRP4180 (if applicable), and other general correspondence. (T-2).

A8.2.3.10. (Added) Load TCTOs from REMIS. If an initial TCTO load is not received from REMIS, notify the ALC to attempt a second REMIS push. If the second attempt is unsuccessful, manually load TCTO in IMDS. If the TCTO is loaded manually, units must immediately reconcile data with REMIS Screen GFM0400 (TCTO Master Data) and GFM0410 (Applicable Equipment Data) to prevent REMIS rejects during TCTO loading/completion. Units must ensure equipment designator/part number matches. (T-2).

A8.2.3.11. (Added) Load TCTO supplements requiring additional work (new data code) in IMDS as an initial TCTO. (T-2).

A8.2.3.12. (Added) Conduct Implementation Meeting for new TCTOs and for supplements requiring additional work or that modify maintenance procedures. Meeting will address the overall plan to implement the TCTO, TCTO applicability by ID number/part number/serial number, purpose, performing work centers, training requirements, scheduling parameters, remove-from-service date, rescission date, review of TCTO procedures by QA and supply/kit requirements. The completed AFGSC TCTO/MCL Comprehensive Review Checklist will be posted in TCTO folder. (T-2).

A8.2.3.13. (Added) Chair monthly TCTO planning meeting. Meeting will cover current TCTO status, completion percentages, supply status, scheduling factors, anticipated problems, trends, and TCTOs exceeding original rescission date. All attendees will sign meeting minutes. (T-2).

A8.2.3.14. (Added) Attempt to schedule TCTO maintenance during scheduled LF/MAF downtimes to the greatest extent possible. (T-2).

A8.2.3.15. (Added) Document TCTO status in NMC2. (T-2).

A8.2.3.15.1. (Added) Make appropriate notifications upon TCTO completion and upload copy of TCTO completion letter to NMC2. (T-2).

A8.2.4. (Added) Performing work centers will:

A8.2.4.1. (Added) Attend all TCTO planning meetings. (T-2).

A8.2.4.2. (Added) Review TCTOs/supplements for accuracy and additional training needs prior to Implementation Meeting. (T-2).

A8.2.4.3. (Added) Ensure teams dispatch with current copy of TCTO and supplements during completion of TCTO. (T-2).

A8.2.4.4. (Added) Utilize IMDS Screen 122 as authorization to pick up kits from Supply. (T-2).

A8.2.4.5. (Added) Update TCTO status in IMDS and notify FSC and P & S if a team is diverted and a kit is used on a different end-item. (T-2).

A8.2.4.6. (Added) Inventory TCTO kits for completeness prior to starting work. Contact the TCTO managing agency to resolve discrepancies. (T-2).

A8.2.4.7. (Added) Document results/findings/completion of TCTOs in IMDS (T-2).

A8.2.4.8. (Added) Not store/maintain kits. (T-2).

A8.2.4.9. (Added) Report all deficiencies to QA. (T-2).

A8.2.4.10. (Added) Not keep working copies of TCTOs in a formal T.O. file. (T-2).

A8.2.5. (Added) [576 FLTS] Coordinate TCTOs with AETC. (T-2).