

**BY ORDER OF THE COMMANDER
341ST MISSILE WING**

**341ST MISSILE WING INSTRUCTION
10-205**



11 DECEMBER 2023

Operations

**MANAGEMENT OF MISSILE ALERT
FACILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 341OG/FM

Certified by: 341OG/CD
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Supersedes: 341MWI10-205, 16 March 2017

Pages: 10

This instruction complements DAFFD 10-2, *Readiness*. It applies to all Department of Defense (DoD) and civilian personnel who enter or use the Missile Alert Facilities (MAF) and Launch Control Centers (LCC). It outlines general responsibilities, procedures, and guidance while using these facilities and centers. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, **Recommendation for Change of Publication**; route DAF Form 847 through the wing publishing office. Ensure all records created as a result of prescribed processes in this publication are maintained in accordance with this publication and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

This revision incorporates changes to clarify roles and responsibilities of members who frequent Missile Alert Facilities in the 341 Missile Wing.

1. Responsibilities. All persons who work, rest, or remain overnight (RON) at any 341st Missile Wing Missile Alert Facility (MAF) or Launch Control Center (LCC) are responsible for knowing the provisions of this instruction.

2. Mission Statement. The primary purpose of the MAF is to support the war-fighting capabilities of the LCC and its Missile Combat Crew (MCC) by providing meals, protection, and a comfortable place to rest for all personnel who support mission requirements in the missile complex.

3. Customers. Internal: MCC, Missile Alert Facility Manager (MAFM), Chef, Flight Security Controller (FSC), Alarm Response Teams (ART), Security Response Team (SRT), and Mobile Fire Teams (MFT). External: All other personnel and teams dispatched to the missile complex, whether assigned to the 341 Missile Wing or other unit.

4. Control of Personnel. The MAFM is the noncommissioned officer in charge (NCOIC) of the MAF and is responsible for the management, control, and general supervision of personnel dispatched to the MAF. Appropriate supervisors (not the MAFM or MCC) are responsible for the supervision of primary or technical duties. MAFM supervision involves compliance with general military standards, conduct, housekeeping, general maintenance, and emergency or exercise actions. The Missile Combat Crew Commander (MCCC) or Deputy Missile Combat Crew Commander (DMCCC) is the officer in charge of the entire flight under his or her control.

4.1. Violations. All NCOs and Officers have the primary responsibility for correcting infractions and violations of DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. It is the responsibility of all personnel to adhere to military standards and conduct themselves in an appropriate manner at all times.

4.2. As the NCOIC of the MAF, the MAFM will document violations and forward to the MAFM's Senior Enlisted Leader for further action.

4.3. Personnel dispatched to a MAF are normally restricted to the confines of the MAF fence. Personnel assigned to the MAF, but not in duty status, may leave the confines of the fence for physical exercise. The MAFM will not leave the MAF when visitors are present or when maintenance is being performed at the site. All personnel leaving the MAF for physical exercise must comply with the following conditions:

4.3.1. Coordinate exercise period with the MCCC or DMCCC.

4.3.2. Notify the FSC of planned exercise duration, route of travel, and coordinate a means of communication during off-site exercise (e.g. radio, cell phone, etc.).

4.3.3. Do not exceed 60 minutes total time.

4.3.4. Do not exceed 15-minute return time to the MAF.

4.3.5. Do not conduct off-site exercise during any higher headquarters inspection.

5. Tobacco Products Policy. Nicotine use is allowed within the designated tobacco use area only. This includes, but is not limited to, cigarettes, chew, snuff, pouches, cigars, pipes, and vapes. Nicotine material will be disposed of in butt cans or appropriate containers.

6. Alcohol, Drugs, Gambling, and Personal/Professional Conduct at a MAF. All personnel dispatched to the missile complex are prohibited from the possession and the use of alcoholic beverages, controlled substances, and prescription drugs that are not specifically prescribed by proper medical authorities for on-duty use. Any game or lottery played for money, property, services, or other benefits is prohibited. Engaging in activities which are sexual in nature is prohibited.

7. MAF Dress Code. Military personnel will comply with DAFI 36-2903.

7.1. On-duty personnel will be in uniform.

7.2. Bare feet are not allowed. Shoes or slippers must be worn at all times. Shower shoes will be worn when showering.

7.3. Civilian clothing will be clean and in good repair. Examples of non-permitted clothing include: ripped or torn clothing, swim wear, see-through clothing, and short shorts (less than 4" in-seam). Sleeveless, soiled, or sweaty clothing are not allowed in the dining area or the lounge.

8. Multimedia Viewing. The environment must be free from discrimination and sexual harassment. Condoning an intimidating, hostile or offensive environment is prohibited. Any program, video, website, video game, or reading material that contains sexually explicit content, promotes racial prejudice, or conveys hate group messages is prohibited.

8.1. The MAFM/MCCC or DMCCC will have final approval of any material being shown on the TV. The following basic rules will apply:

8.1.1. Any material found to be offensive (nudity, language, etc.) to any person watching shall not be shown.

8.1.2. Any media either "not rated" or rated higher than "R" will not be shown.

9. Visitors: The MAFM will immediately give all visitors a safety briefing after they are properly processed on and cleared for the site. The chef will give the briefing in the MAFM's absence.

9.1. The designated escort official will give an escort briefing to all visitors that require escort immediately after the MAFM's safety briefing.

9.2. Very important persons (VIP) are colonels and above, squadron commanders, higher headquarters command teams, and inspection personnel. The MAFM or designated representative will greet all VIPs at the gate of the MAF and ensure all individuals are cleared through the FSC. Once on the MAF, the MAFM will provide a safety briefing and, if desired, a tour of the site.

9.3. Proper military customs, courtesies and uniform wear will be exercised at all times. The MAF will be called to attention for colonels and above, squadron commanders, and any higher headquarters inspection officer.

10. Cleaning Responsibilities. All personnel assigned to or visiting the MAF will be responsible for maintaining MAF cleanliness. This includes all support facilities, LCC, access road, and exterior grounds. The MAFM has overall responsibility for maintaining cleanliness and will coordinate cleaning efforts with the senior security forces representative on site. The MAFM is responsible for minor maintenance and can use assigned personnel to assist if required. The MAFM must consider crew rest, timelines, and assigned duties before assigning tasks.

10.1. Standards of Cleanliness. The following definitions for cleanliness are provided:

10.1.1. INDUSTRIAL CLEAN. Free of trash, debris, or foreign objects, and when applied to interior areas, free of bulk deposits of dirt, dust, or grease, and accumulations of spilled water, oil, lubricants, or other liquids. Industrial clean areas must be safe for personnel access, maintenance, and operation.

10.1.2. COMMERCIAL CLEAN. Is Industrial clean, plus reasonably free of dirt, dust, foreign residual solids, moisture, and spilled oil, grease, lubricants, and foreign liquids.

10.1.3. DOMESTIC CLEAN. Is Commercial clean, plus free of dirt, dust, foreign residual solids, moisture, foreign liquids, visible oils, grease, and lubricants, and commensurate with design functions.

10.2. Topside Responsibilities. The MAFM will use the following information as a guide for assigning clean-up responsibilities. The MAF, including grounds and support buildings, will be ready for inspection no later than 1000 hours daily.

10.2.1. The equipment rooms and garages will be maintained industrially clean. The utility/boiler room and the water treatment room will be maintained commercially clean. The lounge, gym, computer/lactation room, and sleeping quarters will be domestically clean. MAFMs will ensure that lactation rooms are supplied with a trashcan, paper towels, and cleaning supplies.

10.3. All assigned personnel will:

10.3.1. Clean their rooms and make their beds.

10.3.2. Help with general cleaning. This includes washing windows, picking up trash, cleaning light fixtures, shampooing carpets, etc.

10.3.3. Clean up any mess they make as it occurs (e.g., spills, return of coffee cups and magazines, proper disposal of empty cans, clearing the dining table after eating).

10.3.4. Clean areas and floors that become excessively dirty due to inclement weather or excessive activity.

10.4. The MAFM will clean unoccupied bedrooms, the utility/boiler room, the water treatment room, the 101, 102, 103, and 104 equipment rooms, and the small and large garages as necessary.

10.5. Security Forces' responsibilities:

10.5.1. If Security Forces personnel have work related duties which extend their shift more than 30 minutes past the end of their typical duty day, the MAFM and Chef will assume their cleaning details for that day.

10.5.2. With assistance from other assigned personnel, the day-shift Security Forces personnel will clean the latrines, weight room, and vacuum the hallway. Personnel requiring access to an opposite-sex latrine for cleaning duties will ensure it is vacant before entering.

10.5.3. The night-shift Security Forces personnel will clean and vacuum the lounge and vestibule and take the MAF's trash to the dumpster.

10.5.4. If no night-shift or no day-shift Security Forces team exists, the MAFM and assigned Security Forces personnel will assume the duties outlined in 10.5.2. and 10.5.3.

10.5.5. The FSC will ensure the entire Security Control Center (SCC), to include the latrine, is clean and trash emptied each shift.

10.6. The MAF chef will clean the kitchen after each meal and empty the kitchen trash as needed. The chef will also wipe and sanitize dining area after each meal.

10.7. Any personnel using the garages will ensure they are industrial clean upon their departure.

10.8. Transient personnel will:

10.8.1. Clean areas at the MAF where they have performed maintenance work. The MAFM must approve the cleanliness of work areas before a team's departure.

10.8.2. Clean their bedroom if they have occupied one during their stay. This will include neat arrangement of beds, discarding of any trash, vacuuming, etc. The MAFM must approve the room condition prior to the team's departure.

10.8.3. The MAFM will direct any teams that RON to assist the assigned security forces with their daily, weekly, and monthly cleaning responsibilities. The MAFM must consider crew rest, timelines, and assigned duties before assigning tasks.

10.9. Periodic cleaning responsibilities:

10.9.1. Daily, at a minimum: The MAF will be vacuumed, dusted, trash emptied, latrine cleaned, utility/boiler rooms cleaned, books, magazines, etc., put in their proper places, bedrooms will be straightened, and beds made when not in use.

10.9.2. Monthly, at a minimum: The MAF will have the windows washed, garage cleaned, carpet shampooed, and light fixtures cleaned. Heavy use or inclement weather may require more frequent cleaning.

10.10. Below-Ground Responsibilities:

10.10.1. The MCC will ensure the LCC is neat, clean, and orderly at all times. The MCC is responsible for normal day-to-day cleaning of the LCC, such as emptying waste baskets, cleaning the consoles, latrine, sink area, refrigerator, freezer, and microwave, and maintaining the LCC bed and storage cabinet in a neat, orderly configuration.

10.10.2. The MAFM will inspect the elevator, elevator shaft, tunnel junction, and elevator landings at least every Saturday, and bring the area to the commercially clean standard as needed.

11. Billeting. Officers and Senior NCOs will be assigned separate sleeping quarters when possible. Female personnel will be assigned separate sleeping quarters from male personnel except under emergency conditions. The respective missile squadron's commander or higher approval is required before any type of coed sleeping conditions can be implemented. Members of different genders that are on different shifts may share sleeping quarters if they are not in the room at the same time.

11.1. If a situation arises requiring the use of sleep shifts in the same bed, personnel will remove their linen from the bed, fold it neatly, and place it in a paper or plastic bag provided by the MAFM. They will utilize the same linen for the duration of their stay. Extenuating circumstances are subject to the discretion of the MAFM.

11.2. Teams normally needing only one room may be allowed to utilize additional rooms at the discretion of the MAFM. These additional rooms will be on a night-by-night basis based on mission requirements.

11.3. Bed make-up is the responsibility of each individual using a bedroom. Beds assigned to individuals will be neatly made using provided linens, personal sheets and blankets, or sleeping bags. Each individual will neatly fold used linen and return it to the MAFM prior to departure.

11.4. Personal property will be neatly arranged in the room (i.e., toiletries will be stored in appropriate containers, luggage will be zipped and placed in the closet or under the bed). Items on top of the desk should be neatly arranged. Storing of personal items in the showers and on the counters of the latrines is prohibited.

11.5. The MAFM will keep all unoccupied rooms locked.

11.6. Standardization of RON room configuration (room configuration is subject to change at newly renovated MAFs due to floor plan changes):

11.6.1. Six beds per RON room.

11.6.2. Six beds per security forces' rooms.

11.6.3. One bed in the chef's room.

11.6.4. One bed in the MAFM's room.

11.6.5. Four beds in the MCC's rooms.

11.6.6. MAFs will have no more than one RON room down for self-help at a time, unless approved by the Missile Squadron Commander.

11.7. Standardization of permanent party policy (room configuration is subject to change at newly renovated MAFs due to floor plan changes):

11.7.1. The chef will have a permanent room, in some cases shared only by a training chef, unless an emergency exists. This room will be utilized as a work/office environment as well as a sleeping environment.

11.7.2. The MAFM will have a permanent room. This room will be utilized as a work/office environment as well as a sleeping environment.

11.7.3. Site security forces will have two permanent rooms. They may use additional rooms on a night-by-night basis with the MAFM's approval, but may not reserve additional rooms, except for female personnel.

11.7.4. Site MCCs will have two permanent rooms. If there are no MCC's present at the MAF, the rooms may be used by other personnel with prior approval of the MAFM.

11.7.5. Members are not permitted to sleep in the garages, equipment rooms, pumphouse, or any other area not designated as an approved sleeping quarters.

12. Property and Equipment Management. Damage to property or equipment may subject the violator to punishment in accordance with Article 108, UCMJ. Furthermore, monetary damage may be collected in accordance with DoDI 7000.14-R, *Financial Management*, chapter 7. The MAFM will report any damage to property or equipment to the Wing Safety office for mishap reporting and investigation purposes, and to the Senior Enlisted Leader of the posted Operations Group squadron.

12.1. MAFMs are responsible for the proper care, utilization, and accountability of MAF equipment and tools. FSCs are responsible for accountability of all security equipment in the SCC. MCCs are responsible for accountability of their equipment and tools in the LCC. Chefs are responsible for the equipment in the kitchen and the food warmer in the lounge.

12.2. Any organization that moves equipment (i.e., freezer, refrigerator, or vending machine) will have a dolly or the necessary tools to move the items safely and without damaging the MAF. The MAFM will refuse to let items be moved if the proper equipment is not available. Excess/replaced equipment will not be stored at the MAF. The organization replacing an inoperative piece of equipment will take the removed equipment with them upon departure.

13. Mess Facilities. MAFMs will ensure the kitchen and dining areas are always kept clean, safe, and sanitary. Inspection of these areas will not be considered as interfering with the technical duties of food service personnel. Substandard cleanliness will be corrected immediately. Only the MAFM and the Missile Chef are authorized unescorted access to the kitchen.

13.1. Scheduled MAF meal hours are:

13.1.1. Breakfast 0600 thru 0730

13.1.2. Lunch 1100 thru 1300

13.1.3. Dinner/Midnight meal 1700 thru 1900

13.2. Personnel already on-site will order no later than 15 minutes prior to closing of the meal hours.

13.2.1. The chef will provide an order sheet at the conclusion of meal hours for personnel to order for the next meal. The chef will also make order sheets available for individuals who want to order for the entire day (breakfast, lunch, and dinner). Once the order is submitted and payment is taken, no substitutions, refunds, or cancellations are allowed.

13.2.2. Meals will be paid for as directed by current FSS guidelines. Customers may call in a meal request to the chef during posted meal hours. The chef will verify the customers' contact information, confirm the order, and inform the customer of the total and their responsibility of payment.

13.3. The chef may provide hot meals to teams who are not able to eat during normal meal hours due to mission requirements. The MAFM and/or MCCC/DMCCC must approve or disapprove the serving of meals before or after normal meal hours. It is up to the discretion of the chef and MAFM what food will be available outside of normal MAF meal hours (such as fried foods or grab and go items).

13.3.1. Since maintenance and security teams are often not able to meet the posted MAF meal schedule, Missile Maintenance Operations Center (MMOC) or security forces on-duty FSC will notify the MAFM as soon as they are aware of the need to deviate from the normal MAF meal hours.

13.3.2. All teams that are going to RON will notify the chef at least one hour prior to MAF arrival to place their hot meal orders. It is recommended this be done just prior to back out to allow time for the chef to have the meals ready when the team arrives on site.

13.4. Personnel should have the correct change to pay for the meal in case of credit card reader failure as change is limited in quantity. Denominations larger than 20 dollars will not be accepted. Canadian funds and personal checks will not be accepted.

14. Snow Removal. The MAFM is responsible for clearing snow from the paved area inside the MAF fence, helipad, and access roads. Fire exits must remain clear of snow and ice at all times. The MAFM may coordinate the use of security forces personnel with the senior security forces representative to assist with their responsibilities in extreme circumstances.

15. Utilities Conservation: All personnel will conserve energy.

15.1. Air conditioners will be operated only during extremely hot weather. Doors and windows will be kept closed when air conditioners are in operation.

15.2. Windows will not be opened to regulate room temperature when heating or air conditioning is in use. Contact the MAFM when problems are encountered.

15.3. Thermostat settings in the large garages, pump house, and rooms 101, 102, and 103 are to be set as follows:

15.3.1. Garage thermostats will be set at 40 degrees Fahrenheit. It may be set at 65 degrees when personnel are working in these areas. Reset thermostats to 40 degrees when work is completed. The setting should be adjusted for unusually cold outside temperatures, such as -20 to -40 degrees. The MAFM will adjust settings higher if a 40-degree setting will not keep equipment from freezing.

15.3.2. Pump house and rooms 101, 102, and 103 thermostats will be set at 65 degrees Fahrenheit.

16. Flag Ceremony: Two security forces personnel will raise and lower the flag at 0700 and 1630 each day. If two security forces personnel are unavailable, any two available assigned personnel will complete the ceremony.

16.1. The flag will be flown except for extreme inclement weather or high winds. The MAFM will make the decision to lower the flag.

16.2. The MAFM will monitor the condition of the flag and notify MAF supply when it begins to show evidence of wear.

17. Safety and Fire Prevention. All personnel are responsible for safety and fire prevention (AFI 32-2001, *Fire and Emergency Services (F&ES) Program*, and 341 MWI 32-2001, *Fire Prevention Program*). Personnel will adhere to the instructions of the MAFM, or in his or her absence, the FSC. The MAFM is the MAF Safety NCO. If an accident or incident occurs, the MAFM will inform the MCCC and Operations Group Squadron Senior Enlisted Leader.

18. Payload Transporter (PT) Van On-Site Requirements.

18.1. Refueling Requirements:

18.1.1. Receiving fuel deliveries for MAF fuel tanks is prohibited while a loaded PT van is parked at a MAF.

18.1.2. Limit refueling of vehicles to emergency situations while a loaded PT van is at the MAF, and only if a fire extinguisher is located adjacent to the servicing pump.

18.1.3. Turn off vehicle engines during all refueling operations.

18.1.4. Keep the MAF gate fully open during all refueling operations when a PT van is on site.

18.2. Parking Requirements:

18.2.1. Loaded PT vans will be parked at a grounding point approximately 30 to 45 feet from the missile alert facility support building, along the side of the building where the SCC is located. Any deviations may be an explosive safety violation.

18.2.2. The maintenance officer or team chief is responsible for the safety of the PT van.

18.2.3. PT vans will be grounded to the grounding point while parked at the MAF.

18.2.4. Loaded PT vans and loaded transporter erector vans will not be parked simultaneously at a MAF.

18.2.5. No more than one loaded PT van will be parked at a MAF.

18.2.6. When a loaded PT van is on site the outside area within the MAF fence line will be designated as a NO SMOKING area.

BARRY E. LITTLE, Colonel, USAF
Commander

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

DAFPD 10-2, *Readiness*, 20 May, 2021

AFI 33-322, *Records Management and Information Governance Program*, 27 Jul, 2021

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 11 Apr, 2022

DoDI 7000.14-R, *Financial Management, Chapter 7A*, Dec, 2023

AFI 32-2001, *Fire and Emergency Services (F&ES) Program*, 27 Jul, 2022

341 MWI 32-2001, *Fire Prevention Program*, 23 Oct, 2018

AFGM2020-36-01, *Establishing Requirement of Lactation Room for Nursing Mothers*, 14 Aug, 2020

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*, 14 Apr, 2022