

**BY ORDER OF THE COMMANDER  
452D AIR MOBILITY WING**

**452D AIR MOBILITY WING INSTRUCTION  
10-402**



**4 NOVEMBER 2011**

**Operations**

**ALERT PLANNING FACTORS AND  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 452 OSS/OSTX

Certified by: 452OSS/OSTX  
(Col Antonio Astran)

Supersedes: 452AMWI10-402,  
26 July 2004

Pages: 50

---

This instruction implements AFD 10-4, *Operations Planning: Air and Space Expeditionary Force (AEF)*. This instruction establishes policies and procedures for use by the 452 AMW Alert Force. It is derived from AMCI 10-450, *Support of Nuclear Planning and Operations*, and contains information pertaining to aircrews and support personnel. All individuals who perform alert duty must be knowledgeable with the contents of this instruction. It applies to all assigned agencies on March ARB CA. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF Form) 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gess-af61a/afrims/afrims/rds>.

**SUMMARY OF CHANGES**

This revision incorporates an Air Force change to OPLAN 8010-XX, *Global Deterrence and Strike*, and aligns this instruction with current instructions in AFI 33-360, *Publications and Forms Management*. This revision makes significant changes to Chapter 2. This chapter now addresses additional functional areas and adds a new section on initial generation messaging and information flows. A corresponding new attachment (Attachment 2) references this material in a list format to facilitate quick response. Numerous minor changes throughout are made to language and wording for clarification without altering content. The titles of various Forms and

Publications are updated. References to the Alert Facility as Bldg. 400 are changed to Bldg. 456. References to the 163 ARW, the 163 LGG, and 196 ARS are removed. Blank pages are removed. References to OPLAN 8044 are replaced with OPLAN 8010. Redundant times are omitted from Section 3.10. Para 5.9.6, discussing takeoff capability, is removed. The NOTE in Para 5.16 adds additional klaxon locations. Figure 5.1 is updated to reflect revised alert response routing. Para 8.3.5.4 is deleted and its information is incorporated into Para 8.3.5.3. Para 11.3.3 simplifies and condenses fuel load guidance.

1.	ADMINISTRATION. ....	2
2.	HARD ALERT ACTIVATION. ....	4
3.	PERSONNEL. ....	8
4.	ALERT FACILITY MANAGEMENT. ....	11
5.	OPERATIONS. ....	12
Figure 1.	Alert Response Routes. ....	18
6.	MEDICAL SERVICES. ....	22
7.	CREW COMMUNICATION, PLANS AND INTELLIGENCE. ....	22
8.	SECURITY. ....	24
9.	COMMUNICATIONS. ....	29
10.	COMMAND POST/TOWER/ALERT PROCEDURES. ....	30
11.	MAINTENANCE. ....	32
12.	DEPLOYED ALERT. ....	38
13.	MODIFIED AND CONVENTIONAL ALERT PROCEDURES. ....	38
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>42</b>
<b>Attachment 2—INITIAL GENERATION ACTIONS TASK LISTING</b>		<b>47</b>

## 1. ADMINISTRATION.

1.1. Concept. The current OPLAN 8010 alert concept is to remain prepared to resume active alert operations very quickly and efficiently when directed. The 452 AMW also has conventional alert commitments supporting top priority higher headquarters directed missions. Procedures contained herein supplement applicable flight manuals and checklists. Note: Information in Chapters 2 through 12 is written to cover actions and requirements of OPLAN 8010-XX, Global Deterrence and Strike. This increased readiness status assumes a level of recall or activation that allows the unit to meet the full complement of support and services requirements. Chapter 13 covers the requirements of day-to-day Modified and Conventional Alert where they differ from the information in previous chapters.

1.2. Operations Security (OPSEC). OPSEC is the process of identifying critical friendly information and analyzing friendly actions related to operations, acquisition and other activities to identify those actions that can be observed by potential adversaries and

determine indicators that could be collected and synthesized to derive critical information in time to be useful to an adversary and eliminate or reduce to an acceptable level the vulnerabilities of friendly information to adversary exploitation.

1.2.1. In regard to this plan, it is important to note that the following items are critical information and should be afforded the appropriate protection:

1.2.1.1. The meaning and values of code words and reference times.

1.2.1.2. All intelligence indicators and information. This includes neither confirming nor denying information from public news sources.

1.2.1.3. Locations, types, quantities, readiness status, aircraft configuration and status, deployments, details of movements, Limiting Factors (LIMFACs), vulnerabilities, personnel and aircraft.

1.2.1.4. Mission specific information including, but not limited to, routing, timing, forces, action points, receiver types, etc.

1.2.1.5. Generation, regeneration response times, manpower, force size, composition, resources, LIMFACs and vulnerabilities.

1.2.1.6. Aircraft and crew limitations, scheduling details, tactics and threats.

1.2.1.7. Authentication system/types, procedures to use them, LIMFACs and vulnerabilities.

1.2.1.8. Impact of conventional operations to OPLAN 8010 tasking and vice versa.

1.2.1.9. Concept of operations, including execution circumstances, operating locations, order of battle, resources required, tactical maneuvers, actions, objectives, LIMFACs and vulnerabilities.

1.2.1.10. Reaction times, intervals and sequence of events.

1.2.1.11. The existence, location and operations of OPLAN 8010 support teams.

1.2.1.12. Mission objectives.

1.2.1.13. Access controls and requirements for entry and movement in Controlled/Restricted Areas.

1.2.1.14. Security system capabilities/vulnerabilities.

1.2.1.15. Security for response timing.

1.2.2. It is imperative that all personnel involved with OPLAN 8010 alerts practice proper OPSEC. This includes aircrew, Crisis Action Team (CAT) members, maintenance and support personnel. Personnel should keep discussions of alert actions in cleared areas with personnel who have a need to know.

1.3. Classification. The material in this instruction is unclassified but designated "FOR OFFICIAL USE ONLY" under the provisions of DoD 5200.1-R, *Information Security Program*, Sec. 2-203. Information contained herein will be disclosed only to those individuals directly involved with the Alert Force.

1.4. Deviations. The 452d Air Mobility Wing Commander (CC), the 452d Air Mobility Wing Vice Commander (CV) and the 452d Operations Group Commander (OG/CC) may authorize deviations from this instruction.

1.5. Alert Force Support Committee.

1.5.1. Purpose. An Alert Force support committee is established whenever the 452 AMW has an active OPLAN 8010 Hard Alert commitment. The committee monitors Alert Force operations, provides timely inputs to ensure currency of this instruction and provides the commander with a status of all aspects of Alert Force operations.

1.5.2. Procedures. The 452 OG/CC chairs the Alert Force support committee, which will normally consist of operations and support staff from the 452 AMW.

1.5.3. Meetings will convene as determined by the chairperson.

1.6. Office of Primary Responsibility. The OPR for this instruction is 452 OSS/OSTX. This office will revise the instruction as necessary. Changes will be held to a minimum and revisions released only when required or when material has a direct impact on the Alert Force.

## 2. HARD ALERT ACTIVATION.

2.1. Initial Actions/Messaging.

2.1.1. Upon receipt of initial notification by higher HQ message traffic, 452 AMW/CP (Command Post) controllers will notify 452 AMW/CC and 452 OSS/OSTX, who will confirm the requirement for Hard Alert activation.

2.1.2. 452 AMW/CP controllers will recall 452 AMW group commanders to report to the CAT or other suitable location. Upon assembly, the group commanders shall, after reviewing the activation requirement, notify a designated representative to activate the respective Group Control Center (GCC). Command Post will maintain an updated list of all GCC phone extensions for use in all subsequent message transmittal. Group commanders may elect, in lieu of a GCC, to have a designated individual or team whose function will mirror that of a GCC.

2.1.3. GCCs will notify all collocated and attached units (squadron/flight/shop/detachment) to stand up Unit Control Centers (UCCs). UCCs will be activated to ensure all personnel have the ability to receive information in a timely manner. It is the responsibility of each unit to structure the recall/alert procedures to best suit the organization and ensure selected or total sharing of information to applicable personnel.

2.1.4. Subsequent messaging (following initial GCC activation) will flow in the following manner:

CAT/CP → GCC → UCC → Individual Personnel

(Exceptions to this flow are built into existing CP checklists and primarily involve direct communications with the Security Forces Base Defense Operations Center [BDOC] and the Maintenance Operations Center [MOC])

2.1.5. Units will tailor procedures to allow for targeted messaging to other agencies as the situations dictate. Commanders may elect to omit individual units from message

receipt if a message is not considered applicable to those units (for example, the MXG/CC will direct a force protection change to all shops through the GCC, but may elect to not notify a back shop of the implementation of the Alert Aircraft Repositioning Plan [AARP]).

2.2. Upon receipt of generation notification the following functions will:

2.2.1. Crisis Action Team. In addition to providing overall generation guidance (executing specific checklists), the CAT will activate the UCCs and the Emergency Operations Center (via 452 MSG/CEX) as required and determine the appropriate time to initiate implementation of the Installation Barrier Plan in part or in its entirety.

2.2.2. Command Post. CP will disseminate messages and codes in accordance with Quick Reaction Booklets (QRBs).

2.2.3. Operations Plans. 452 OSS/OSTX receives generation notification from within the CAT. Remaining members of Plans will then be recalled. A Plans representative will be provided as a CAT Director. Inform Combat Crew Communications of required number of comm kits and the time and location for kit delivery. Inform Intel, Weather and 336 ARS of Assumption of Alert (AOA) brief times. Contact the BDOC to verify the current "Response Codes" and "Duress Words" NLT one hour after notification of Hard Alert activation. Prepare Land Mobile Radios (LMRs) and Tactical Aircrew Alerting Network (TAAN) radios for distribution to generating crews and the Supervisor of Flying (SOF). Coordinate with Transportation for any additional support vehicles. Update EALs as required and forward to the BDOC. Immediately secure vehicle "hats" from Base Operations for use with POVs as necessary.

2.2.4. 336th Air Refueling Squadron. Generation notification is received through the 452 OG GCC. The UCC and Squadron Operations Center (SOC) will be activated and the required number of crews will be identified and assembled. The Unit Deployment Monitor (UDM) will receive vehicles from Transportation and receive mobility bags from the Logistics Readiness Squadron. The Unit Weapons Custodian will coordinate for weapons delivery from Supply to Aircrew Flight Equipment (AFE). Trained and equipped crews will be delivered to Plans for generation. The SOC will obtain a listing of tail numbers and crew chiefs for the matching of generated crews and preparation of crew flight orders.

2.2.5. Communications. Upon generation notification by the MSG GCC, CS will initiate a recall as required. Land Mobile Radios will be inventoried and issued as needed (to 336 ARS and 452 OSS/OSTX, according to pre-established allocations). Voice and data help desk personnel will be augmented as needed to field any increased volume of troubleshooting calls/tickets. A frequency manager will be available to assist and to prepare for TSART actions.

2.2.6. Security Forces. When Hard Alert activation is directed (via CP notification), the Security Forces Base Defense Operations Center (BDOC) coordinates with the March Inn manager or the on-duty alert controller to conduct a purge of the Alert Facility (building 456) and secure the facility and parking area in accordance with directives. The BDOC coordinates with the Command Post to sweep and upgrade the Alert Aircraft Parking Area (AAPA) to a Priority Level 2 (PL2) and establishes an Entry Control Point

(ECP). Guards are dispatched to prescribed posts and the BDOC will coordinate with 452 OSS/OSTX and Alert Facility controller to verify the current “Response Codes” and “Duress Words” NLT one hour after notification of Hard Alert activation.

2.2.7. Maintenance. Upon 452 MXG GCC receipt of a generation message from CP, the MOC (collocated with the GCC) will summon the flight line production superintendent, a representative from MX Plans and Scheduling and a representative from Aircrew Flight Equipment to be briefed on the Reference Hour and tasking (number of aircraft and fuel loads). Line numbers will be matched with priorities and tail numbers for the Generation Flow Plan. The production superintendent will brief flight line personnel and initiate the Generation Flow Plan. A review of the MXG EAL will be conducted to ensure accuracy and any additions/deletions will be submitted to 452 OSS/OSTX for forwarding to the BDOC. A “FOD walk” will be accomplished in the aircraft generation and AARP areas. As manpower and equipment permit, enough aerospace ground equipment (AGE) will be positioned to support AARP aircraft in the AARP parking area located near parking rows T and U.

2.2.8. Intelligence. Upon generation notification by the 452 OG GCC and a subsequent Assumption of Alert (AOA) briefing time from 452 OSS/OSTX, Intelligence will prepare an AOA brief, support/convene the Threat Working Group (TWG) as required and assist with 8010 mission planning (Combat Mission Folder [CMF] preparation, route study and Isolated Personnel Report [ISOPREP] review). Intelligence Flight will also brief the CAT as required on current intelligence and situation updates per AFI 14-2KC135, V3, *KC-135 Unit Intelligence Procedures*.

2.2.9. Combat Crew Communications (CCC). CCC receives notification of generation from 452 OG GCC. The number of comm kits required and time and location for kit delivery will be coordinated with 452 OSS/OSTX. CCC assembles comm kits (and checks any existing kits) with required items and assembles worldwide Flight Information Publications (FLIP) kits for subsequent crew issue. CCC will ensure the Alert Force Manager is provided with tactical call signs for daily briefings. Briefing times will be provided by 452 OSS/OSTX.

2.2.10. Transportation. Upon generation notification by 452 MSG GCC, transportation will implement recall of required vehicles for 8010 generation. In accordance with 8010 OPLAN, the Vehicle Management Section (Contractor) must recall up to 10 6-passenger vehicles or suitable substitutes for immediate use by the Alert Force. Requirements for aircrew vehicles will be identified by 336 ARS; available unit-assigned assets will be utilized and shortfalls filled by Transportation. The required number of vehicles will be turned over to 336 ARS. Diesel-powered vehicles should be avoided as fast response vehicles to the maximum extent possible. Vehicle recall actions will take place within two hours of initial notification, or sooner as the situation dictates, using the March ARB Vehicle Recall Plan. Security Forces will utilize unit-assigned vehicles and identify shortfalls for fill. Other OPLAN support vehicle requirements will be coordinated through 452 OSS/OSTX. Vehicle Operations will ensure all identified vehicle requirements are filled. Sourcing of these assets will be from the Vehicle Operations fleet, unit-assigned vehicles using the March ARB Vehicle Recall Plan (MEL) and rental vehicles as a last resort. Vehicle Operations and Maintenance will ensure it is adequately manned with skilled personnel to provide driving support, mobile maintenance and

wrecker service in response to vehicle emergencies or contingencies that may develop during the course of the 8010 operations.

2.2.11. Lodging. The March Inn staff maintains building 456 in a configuration that facilitates a rapid assumption of Hard Alert operations. The point of contact for activation is the March Inn manager or assistant. The lodging facilities manager or a designated representative must be available at all times to supervise upgrade to full occupancy of the Alert Facility and setup for alert controllers. Following notification of generation by 452 MSG GCC, and when requested by the Alert Facility Manager to activate the full Alert Facility, the March Inn manager or a designated representative will accomplish the actions necessary to provide billeting at Bldg. 456 for the alert crews and Alert Facility controllers. These include: contacting the Alert Facility Manager to verify generation posture and the number of officers/enlisted personnel requiring rooms in the Alert Facility; providing crew rest signs; and contacting Base Contracting to prepare any additional funding for additional services that may be provided to the Alert Force.

2.2.12. Hap Arnold Club. Services ensures procedures are in effect to prepare meals for feeding the Alert Force on a daily basis. Sufficient tables (with individual signage) will be reserved at the dining facility to provide simultaneous seating for the total number of generated crews. Reserved parking signs will be placed in those parking spaces in closest proximity to the entrance to the dining facility. Procedures for meal delivery and reimbursement (with assistance from the Alert Facility Manager) must also be ready for implementation.

2.2.13. Alert Facility Manager (CQ). The Alert Facility is staffed at all times with a manager and an assistant when the wing assumes Hard Alert operations. The 452 OG/CC is responsible for ensuring an adequate number of Alert Facility controller augmentees are identified from base resources IAW (S) AMCI 10-450, *Support of Nuclear Planning and Operations*. These augmentees receive initial training and certification to accomplish Alert Force management for OPLAN 8010 generation. When the unit initiates a pyramid recall, alert controller augmentees will report to the Alert Facility after unit sign-in. If Headquarters directs Hard Alert activation, the augmentees remain assigned to alert management until no longer needed to support active alert operations. The CQ receives generation notification from 452 AMW/CP. The CQ will then contact recalled augmentees, who will be briefed on the situation and schedule. Lodging will be contacted for the release of rooms and BDOC will be called to arrange for a security sweep of the Alert Facility. The CQ area will be configured to include phones and signage (stored in the basement of Bldg. 470). A crew listing will be obtained from the 336 ARS in order to tailor room assignments. Radios (LMR and TAAN) will be monitored for further message traffic. Tactical call signs will be received from CCC. Current "Response Codes" and "Duress Words" will be verified NLT one hour after notification of Hard Alert activation.

2.2.14. Civil Engineering (CE). Position a portable latrine at the southeastern corner of the AARP parking area near parking rows T and U.

2.2.15. Aircrew Flight Equipment (AFE). AFE receives notification of generation from both 452 OG GCC and the MOC (who also provides the Generation Flow Plan). Vehicles are readied to deliver Polarized Lead Zirconium Titanate (PLZT) goggles, water

rations and contingency gear to aircraft as directed by the Flow Plan. Pro Gear (to include "D" bags) and weapons will be readied for crew issue.

### 3. PERSONNEL.

3.1. General Rules. Support for United States Strategic Command (USSTRATCOM) requires a rigid control of the Alert Force and strict compliance with published procedures. Instant response is necessary. Any delay that can result in failure to meet timing must be avoided.

#### 3.2. Visitation Program.

3.2.1. Visitation privileges are limited to personnel actually performing alert. The following rules apply:

3.2.1.1. Visitation privileges are normally limited to dependents and immediate family; the Senior Aircraft Commander may approve visitation privileges for others.

3.2.1.2. Visitation hours are Monday thru Friday, 1630-2300L; Saturday, Sunday and Holidays, 1100-2300L.

3.2.1.3. Visitation is limited to designated visitation areas. Aircrew sleeping quarters are off limits to visitors.

3.2.1.4. Visitors must be pre-announced, signed in on the AF Form 1109, *Visitor Register Log*, and properly escorted at all times.

3.2.2. Sponsors of visitors are responsible for the security and behavior of their guests. The following rules apply:

3.2.2.1. Report visitor arrival and departure times to the Alert Force controller.

3.2.2.2. Sponsors will brief visitors on procedures to follow in the event of an Alert Force exercise or actual response. Visitors are to remain clear of responding crewmembers, then report to the alert controller who will join them and escort them from the Alert Facility.

3.2.3. The Alert Force controller monitors visitors. The following procedures apply:

3.2.3.1. Report all problems to the Senior Aircraft Commander. Record problems and corrective actions on the controller's log.

3.2.3.2. Annotate the number of guests per sponsor next to the sponsor's name on the sign-out board.

3.2.3.3. In the event of an Alert Force exercise or actual response, monitor visitors until arrangements can be made to escort them out of the area.

#### 3.3. Senior Aircraft Commander Duties.

3.3.1. Maintain overall supervision of Alert Force personnel.

3.3.2. Ensure a high state of aircrew member discipline and compliance with established directives.

3.3.3. Conduct periodic inspections to prevent vandalism, check for fire hazards and ensure overall upkeep of facilities and personal standards.



3.3.4. Coordinate and communicate with the Alert Facility Manager on all matters pertaining to Alert Force operations.

3.3.5. Conduct the daily alert briefings. On changeover day, the off-going Senior Aircraft Commander will brief their oncoming replacement on significant events. The Senior Aircraft Commander or 452 OSS/OSTX conducts the Assumption of Alert Briefing.

3.3.5.1. Assign a duty copilot to compute takeoff performance data and brief computed data daily.

3.3.5.2. Monitor the Vehicle Operator Care Program to ensure maximum participation. Items of special interest are: daily inspection, proper servicing and interior cleanliness.

3.3.5.3. Attend the Alert Support Committee meeting if one is scheduled.

#### 3.4. Crew Freedom of Action.

3.4.1. Alert crews have the maximum freedom of action possible while on alert; however, response timing requires prudent judgment by all personnel. Changing postures or adverse weather conditions also dictate limitations. The following restrictions apply to aircrew travel while on alert at March Air Reserve Base (MARB).

3.4.1.1. Only those buildings or areas having an operable klaxon horn, designated alert vehicle parking and located in the designated response route are authorized destinations. In addition, each crew must have operable pagers/TAAN radios. Always monitor a pager/TAAN radio when outside the Alert Facility. Clear any exceptions to these requirements through the Senior Aircraft Commander and relay to the Command Post Controller.

3.4.1.2. Normally, no more than six crewmembers should ride in an Alert vehicle at one time. A mixture of crews whose aircraft are parked near each other is allowed if response timing is not jeopardized.

3.4.1.3. The unit may impose restrictions for adverse weather, road conditions, runway change or unforeseen circumstances to ensure acceptable response timing by alert crews. The 452 OG/CC (or designated representative) will determine the degree of restriction and relay the information to the Command Post Controller. The Command Post Controller will notify the Alert Facility Controller who will, in turn, notify the Senior Aircraft Commander. The Alert Controller also posts these restrictions at the controller's office and notifies crewmembers when changes occur.

3.4.1.3.1. Restriction levels:

3.4.1.3.1.1. CONDITION ALPHA: No restrictions.

3.4.1.3.1.2. CONDITION BRAVO: Restricted to Alert Facility, alert aircraft and work centers.

3.4.1.3.1.3. CONDITION CHARLIE: Restricted to the Alert Facility.

#### 3.5. Alert Force Sign-In/Out Procedures.

3.5.1. Alert Force personnel will sign in and out in person, utilizing the aircrew/aircraft status board located and maintained in the alert controller's office. It is the responsibility of the crewmember to ensure full compliance with the following procedures.

3.5.1.1. Only sign out to one location at a time.

3.5.1.2. Report both arrival and departure times to the alert controller.

3.5.1.3. Upon notification of conditions restricting crew personnel to the Alert Facility, all personnel signed out must report in to the alert controller within 10 minutes of notification.

3.6. Qualification/Initial Checkout. Crewmembers must be certified as OPLAN 8010 mission ready prior to assuming OPLAN 8010 alert duties at March ARB.

3.7. Orientation for New Crewmembers. The Senior Aircraft Commander or a designated individual will conduct alert duty orientation for new crewmembers and support personnel at the Alert Facility. The orientation includes: assuming alert, alert response, taxiing, recovery routes, alert restrictions, radio procedures, local airdrome hazards and current Force Protection Level Random Antiterrorism Measures (as applicable).

3.8. Scheduling. The squadron sections schedule personnel for alert duty.

3.9. Personal Appearance. Crewmembers must maintain high standards of personal appearance IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Civilian clothing may be worn at the Alert Facility from 1630L until 2300L Monday through Friday and Saturday, Sunday and Holidays from 0900L until 2300L. The Senior Aircraft Commander is the final authority for enforcement of published directives. Display proper military courtesy at all times.

3.10. Daily Duty Schedule.

Alert Briefing	0800L
Alert Preflight	0830L

3.11. Tour Length. After activation and generation, the normal tour length is seven days. Any changes to the tour length are at the discretion of the 452 OG/CC. For alert crews being relieved, Combat Crew Rest and Recuperation (CCRR) normally begin one hour after the Assumption of Alert briefing on changeover day. Combat Crew Rest and Recuperation (CCRR) are managed in accordance with AMCI 10-450, *Support of Nuclear Planning and Operations*.

3.12. Lodging. The Alert Controller assigns lodging. Crewmembers are responsible for the security and condition of equipment in assigned rooms.

3.13. Dining Procedures. The March Consolidated Club is located on base and is available to alert crews for dining. Under certain conditions, OG Alert Facility personnel will arrange for and deliver meals to alert crews.

3.14. Consumption of Alcohol. Consumption of alcohol is prohibited by personnel performing alert duties, alert support personnel while on duty or during duty hours and crewmembers within 12 hours of assuming alert. No alcoholic beverages are allowed by crewmembers or visitors in the alert area, to include the Alert Facility, aircraft ramp area or

in alert vehicles. Military personnel violating the specific prohibitions and requirements of this instruction will be subject to applicable actions.

3.15. Crew Curfew. All crewmembers must return to the Alert Facility not later than 2300L and will not leave the facility prior to 0600L.

#### **4. ALERT FACILITY MANAGEMENT.**

4.1. Key Personnel. The following personnel have direct control or responsibility affecting the Alert Force: 452 AMW/CC, 452 AMW/CP, 452 OSS/OSTX, 452 OG/CC, Senior Aircraft Commander on alert, 336 ARS/CC and 752 AMXS.

4.2. Key Personnel Duties.

4.2.1. 452 AMW/CC:

4.2.1.1. Implements policies from higher headquarters pertaining to the Alert Force.

4.2.1.2. Approves local policies pertaining to the Alert Force, as required by this instruction.

4.2.2. 452 AMW/CP:

4.2.2.1. Maintains constant direct command and control of the Alert Force.

4.2.2.2. Assists in training Alert Controllers.

4.2.3. 452 OSS/OSTX:

4.2.3.1. Advises the March Inn Manager on OPLAN 8010 and Conventional Alert procedures and requirements and assists as necessary to ensure the continued capability to accomplish alert missions.

4.2.4. 452 OG/CC:

4.2.4.1. Determines the type and location of alert crew lodging and dining facilities.

4.2.4.2. Is responsible for the management of the Alert Facility, supervision of Alert Force operations and coordination of activities in support of the Alert Force.

4.2.4.3. Provides qualified Alert Force personnel as required.

4.2.4.4. Chairs the Alert Force Support Committee.

4.2.5. 452 AMW Alert Force Manager (OG/AL) (position to be filled upon activation of Hard Alert):

4.2.5.1. Ensures compliance with all policies of the 452 AMW/CC and 452 OG/CC pertaining to alert crew activities.

4.2.5.2. Implements an ongoing facility modernization program by identifying, planning, programming and budgeting needed replacement items.

4.2.5.3. Maintains overall supervision of Alert Force activities.

4.2.5.4. Ensures trained Alert Controllers are available for duty.

4.2.5.5. Ensures Alert Force vehicles are maintained in optimum mechanical condition.

4.2.5.6. Ensures comprehensive security and disaster preparedness programs are developed.

4.2.5.7. Maintains a schedule of crew and aircraft assignments.

4.2.6. The Senior Aircraft Commander conducts the weekly Assumption of Alert Briefing.

4.2.7. 336 ARS/CC schedules fully qualified mission ready aircrews for alert duty.

4.2.8. 752 AMXS schedules fully qualified crew chiefs for alert duty.

4.2.9. 452 AMW Transportation provides fast ride vehicles and transportation as necessary to support the Alert Force. Upon activation of Hard Alert status, the Alert Force is accorded highest priority and resources are redistributed from other agencies as required to meet the alert requirements.

## 5. OPERATIONS.

5.1. Test Alerts. OPLAN 8010 alert exercises are conducted to ensure our ability to meet timing criteria. (S) EAP-STRAT, Vol 5, *Aircrew Emergency Action Procedures* (U), governs these exercises and the crew's reaction to them. All crews must be familiar with procedures and information in EAP-STRAT, Vol 5, prior to assuming alert.

5.2. USSTRATCOM Alerts. Alert crew response is IAW EAP-STRAT, Vol 5 procedures, appropriate command and control checklists and directions issued by Command Post.

5.3. Evacuation. In the event of serious weather or other hazard, the Commander may decide to evacuate the Alert Force and other aircraft. Should this occur, Command Post will recall all crews to the Alert Facility. Evacuation is in accordance with the Weather Evacuation Plan or via BUGGY RIDE procedures if the evacuation is time critical. The weather station will evacuate to its Alternate Operating Location (AOL) in Building 385 (transient alert) from Building 1220 (airfield operations) and conduct subsequent observations and briefings from there.

5.4. Alert/Fast Reaction Supervision. The 452 AMW/SE (Safety Representative) will proceed to the alert ramp or main ramp, as applicable, to monitor alert responses. They will monitor all aircraft movement and render radio assistance to the tower or an aircraft when an unsafe condition exists. Select UHF radio IAW squadron generation checklist. Use Guard frequency (243.0) to override all radio transmissions when a hazardous condition is detected. Any person can terminate an exercise anytime an unforeseen hazard develops which may affect the safety of personnel or equipment. Take immediate action to correct the hazardous condition and redirect traffic flow as soon as possible.

5.5. Forms.

5.5.1. DD Form 365-4 (Form F), *Weight And Balance Clearance Form F - Transport/Tactical*. Each crew will accomplish a current DD Form 365-4 using the planned fuel load and update it as required. The boom operator maintains a copy on the aircraft after the aircraft commander signs it.

5.5.2. Flight Authorization. An Air Force Form (AF Form) 4327a, *Crew Flight (FA) Authorization*, is not required for an unscheduled launch of alert crews. Flying squadrons

will prepare and file an AF Form 4327a with Airfield Management Operations as soon as possible after an alert crew launch.

5.5.3. AFTO Form 46, *Prepositioned Life Support Equipment*. Conduct an inventory of all Aircrew Flight Equipment on alert aircraft. The aircraft commander, or a designated representative, will sign the AFTO Form 46 prior to cocking the aircraft on alert.

#### 5.6. Aircrew Changeover.

5.6.1. Hold an aircrew Assumption of Alert or Daily Alert briefing at 0800L.

5.6.2. Combat Mission Folder (CMF) and communications document changeover is in accordance with Chapter 7.

5.6.3. Crewmembers must have clothing and equipment as outlined in AFI 11-2KC-135 Vol 3, *C/KC-135 Operations Procedures* and AMCI 10-450, *Support of Nuclear Planning and Operations*. Required equipment includes all personal and flying gear along with the "A," "B," "C" and "D" mobility bags. The 336 ARS will ensure A and B bags are sized and issued to each flight crew prior to the assumption of alert.

5.6.4. Assumption of Alert. Responsibility for alert by the oncoming crew begins when the aircraft commander or designated representative signs the Mission Materials Inventory Receipt. After the oncoming crew loads their professional gear and signs the Mission Materials Inventory Receipt, the off-going crewmembers will download their professional gear.

5.6.5. The oncoming crew accomplishes a preflight inspection as required by current checklists and directives.

5.6.6. Oncoming flight crew will check the AFTO Form 781F, *Aerospace Vehicle Identification Document*.

5.6.7. Combat Crew Communications personnel will be available at the Command Post to issue new communication kits to the oncoming crew and retrieve kits from off-going crew.

5.7. Daily Briefings. Attendance is mandatory for crews on alert and those to assume alert that day. Crews will sit in assigned seating by sortie number. Crews going off alert need not attend the briefing. Briefings are accomplished according to AMCI 10-450, *Support of Nuclear Planning and Operations*.

#### 5.8. Weather Briefings.

5.8.1. Weather briefings are an integral part of the daily briefings. Forecasts are for a 24-hour period from 1300Z to 1300Z each day.

5.8.2. 452 OSS/OSAW will provide Assumption of Alert and Pre-takeoff weather briefings to generating crews.

5.8.3. In the event a live-aboard posture is being maintained, the weather shop ensures weather flimsies are delivered to the Command Post. The Command Post Controller will relay the weather information to those crews restricted to aircraft. The weather shop may be required to brief pertinent information over the UHF radio.

5.8.4. Should severe weather or other hazard require an evacuation of its primary facility in Building 1220 (airfield operations), the weather station will relocate to its Alternate Operating Location (AOL) in Building 385 (transient alert) and conduct subsequent observations and briefings from there.

#### 5.9. Takeoff Performance Computations.

5.9.1. OPLAN 8010 alert aircraft are launched and exercised on the primary runway (RWY 32), if the allowable tailwind component does not exceed applicable flight manual limitations.

5.9.2. The duty copilot computes takeoff performance data. The Senior Aircraft Commander ensures takeoff data is available prior to the daily alert briefing. Additionally, data is reported to the Command Post no later than 0800L and 1900L, or as requested.

5.9.3. Each OPLAN 8010 alert crew will compute their own takeoff data and crosscheck their data against the data computed by the duty copilot. Refer any questions on takeoff performance data to the Wing Standardization/Evaluation Division.

5.9.4. Tailwind Computation Procedures. Twice daily, the duty crew computes the maximum allowable tailwind component for the heaviest aircraft type during the following periods:

0100Z to 1300Z and 1300Z to 0100Z

5.9.5. When the data computation is complete, the duty copilot will call the information into Command Post. Any time the reported temperature or pressure altitude exceeds the maximum forecast by five degrees or 250 feet, the Command Post Controller will contact the Senior Aircraft Commander for required re-computations. Relay additional unforeseen degradation factors, such as wet taxiways, to the Senior Aircraft Commander on alert.

#### 5.10. Security. Entry and access procedures are IAW Chapter 8.

#### 5.11. Preflight and Cocking.

5.11.1. Crews will accomplish alert aircraft preflight checks daily, including weekends and holidays. Conduct preflights according to applicable manuals. Do not conduct normal daily preflights, pregenerated sortie preflights or aircraft changeover preflights between 2000L-0730L (this does not preclude preflighting a new sortie generating due to the upgrade of an alert line).

5.11.2. Crews should charge the aircraft battery for at least 20 minutes during daily preflights.

5.11.3. Crews will conduct operational checks of all applicable radios during the daily alert preflight.

5.11.4. Initiate cold weather procedures for operating starter shutoff valve and QSAS shutdown when directed.

#### 5.12. Aircraft Hatches and Windows. Aircraft hatches may be opened for maintenance, cleaning and/or cockpit ventilation. All hatches will be secured when actions are complete.

If pilot and copilot sliding windows are to remain open for prolonged periods, crews are responsible for closing them prior to leaving the aircraft unattended or in preparation for inclement weather or nightfall.

5.13. Reporting Uncocked Time. Only the aircraft commander may declare the aircraft uncocked. Prior to uncocking, report the uncocked time, reason for uncocking and estimated time in commission (ETIC), if known, to Command Post. The aircraft commander will not declare the aircraft uncocked until receiving the Commander's approval via Command Post.

5.14. Aircraft Replacement.

5.14.1. Schedule. In order to meet timing criteria during aircraft changeover, strict compliance with the following procedures is mandatory. 452 MXG will establish an alert aircraft generation schedule that allows for aircrew acceptance preflight on aircraft changeover days. 452 MXG/CC and 452 OG/CC should coordinate the alert changeover schedules.

5.14.2. Crew Preflight. Command Post will notify the crew when the replacement aircraft is ready for preflight. Crewmembers should get checklists and headsets and proceed to the new aircraft. Upon arrival at the aircraft, they will call the Command Post and state: "Call Sign XX on new aircraft, starting preflight. Request alert notification on UHF."

5.14.3. Thermal Curtains. A qualified maintenance technician will install, inspect and certify thermal curtains as acceptable for alert status. After initial installation and inspection by both maintenance personnel and aircrews, remove thermal curtains not normally installed for alert (the pilot and copilot 1, 2 and 3 window curtains). Store these curtains in the curtain container above the boom operator's forward station. Leave all other curtains installed in the windows.

5.14.4. Preflight Complete. Prepare each aircraft according to the aircraft acceptance procedures as outlined in the flight manual before going on alert. Inform Command Post after completing the interior inspection checklist and accepting the new aircraft. The aircraft commander will state: "The new aircraft is accepted for alert; crew is returning to the primary alert aircraft."

5.14.5. Off-going Aircraft. Contact Command Post when the crew has returned to the alert aircraft and is ready to start engines. State: "Call Sign XX requests permission to start engines and taxi to (assigned parking spot)." Command Post coordinates with Tower for alert aircraft movement. Normal engine start, taxi procedures and safety precautions apply during aircraft changeover.

5.14.6. Transfer. After parking the aircraft on the main ramp, the pilots should accomplish the Taxi-Back Checklist to uncock the aircraft. The aircrew will accomplish the uncocking checklist. Prior to shutting down engines, advise Command Post "Call Sign XX shutting down engines and moving to new aircraft." Transfer all equipment to the new aircraft.

5.14.7. Oncoming Aircraft. When transfer is complete, the aircraft commander contacts Command Post and requests: "Call Sign XX in new aircraft, requests permission to start engines and taxi to alert ramp." Command Post again coordinates with Tower.

5.14.8. Re-cocking. Taxi onto alert spot and cock the aircraft on alert. Notify Command Post, "Call Sign XX cocked on alert." Standby to refuel the aircraft, if required.

5.14.9. Towing. Depending on parking locations, one or both alert aircraft may need to be towed rather than taxied. Coordinate the tow with Maintenance and Command Post and contact Tower as appropriate.

5.14.10. Combat Mission Folder (CMF) Container. Thoroughly inspect the CMF container on the replacement aircraft to ensure both the container and the locking mechanism are structurally sound.

#### 5.15. Alert Response During Aircraft Changeover.

5.15.1. Use the following guidance to determine response actions during aircraft changeover:

5.15.1.1. Preflighting oncoming aircraft. Discontinue the preflight and respond to the cocked aircraft.

5.15.1.2. Taxiing. A complete crew will be on-board the cocked aircraft when taxiing in order to respond to any required alert actions while enroute to the new parking spot.

5.15.1.3. Transferring Equipment:

5.15.1.3.1. If equipment and supplies have already been downloaded from the off-going alert aircraft and an alert response is required, respond to closest aircraft unless the following paragraph applies.

5.15.1.3.2. If the off-going aircraft has an OPLAN 8010 launch or mission NO-GO condition, transfer equipment and respond in the new alert aircraft.

#### 5.16. Alert/Fast Reaction Procedures.

5.16.1. The Alert Controller will make a thorough check to determine that all crews have responded, regardless of the type of alert notification used.

5.16.2. Alert Crew Response Routing (Figure 1) – Alert Response Routes: Note: Klaxons are installed in buildings 110 (March Club), 456 (Lodging), 1220 (Tower), 2240 (OG) and 2245 (336 ARS).

5.16.2.1. Klaxon/Klaxon Advisory or Report to Aircraft. Alert crews respond in accordance with EAP-STRAT, Vol 5, Section 2.

5.16.2.2. Restricted Alert. Alert crews respond to the Alert Facility as directed by Command Post controller, obeying all base traffic laws, and contact the Alert Controller for instructions.

5.16.3. Responding to alerts:

5.16.3.1. Crews responding to aircraft parked on the main ramp will park their vehicles in accordance with squadron regulations.

5.16.3.2. After parking the vehicle, turn off the ignition. Set the parking brake only if the outside temperature is above freezing. Place the vehicle in "Reverse" for manual transmissions or in "Park" for automatic transmissions.



5.16.4. Crews and police will utilize a Number Code to expedite access to the alert aircraft parking areas and aircraft (See Chapter 8).

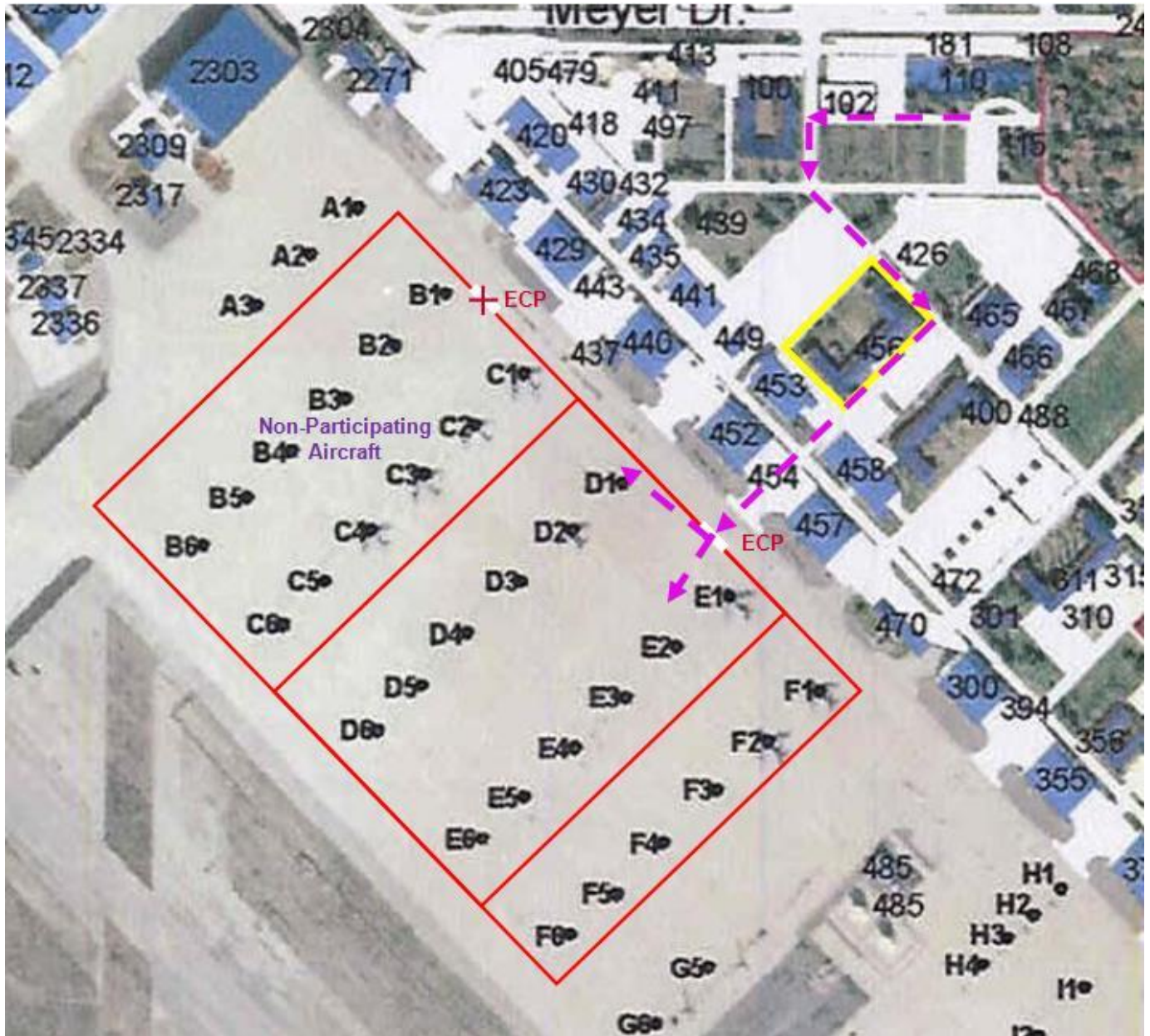
5.16.5. In the event of an unforeseen safety hazard, the person first noticing the hazard will notify all aircrews by making a “Terminate, Terminate, Terminate” call over the UHF or any other available means.

5.16.6. The crew chief/aircrew members will remove all external covers and plugs according to the Ground Crew Scramble Checklist.

5.16.7. After engine start is complete, the ground crew will move all ground power equipment to a position outboard of the wing tips. The ground crew should disconnect the ground wires according to the Ground Crew Scramble Checklist. One crew chief boards the aircraft after completing ground duties.

5.16.8. For all alerts, keep air carts hooked to a vehicle roaming the alert line to provide an immediate air start capability for aircraft that experience an Auxiliary Power Unit (APU) malfunction.

Figure 1. Alert Response Routes.



5.16.9. In order to conserve fuel and to reduce maintenance servicing efforts, crews will normally keep engine-running time to a minimum. During cold weather operations, establish minimum engine operating time at daily briefings

5.16.10. The crew chief will reconnect ground power at the discretion of the aircraft commander.

#### 5.17. Fast Reaction Exercises.

5.17.1. In addition to the instructions in paragraph 5.16., the following applies for exercises:

- 5.17.1.1. If operating the APUs in the Emergency War Order (EWO) mode, shut them down as soon as possible after engine start is complete; this prolongs the relatively short life span of the APU while operating in the quick start mode. If APU power is required for maintenance or recovery action, restart the units in the normal mode.
  - 5.17.1.2. Alert crews will report their exercise times (actual Zulu [Z] clock times including minutes and seconds) to Command Post using the squadron generation checklist. Do not relay exercise response times over the radio. Give the completed times to 452 OSS/OSTX immediately after the exercise when returning the CMFs after a generation exercise.
  - 5.17.1.3. Refuel aircraft to maintain gross weights as directed by 452 OSS/OSTX.
  - 5.17.1.4. Aircrews should stand by for clear text instructions, re-cock aircraft and top-off fuel as required.
  - 5.17.1.5. Crews need not relay estimated re-cocking times to Command Post unless they encounter delays.
- 5.18. Taxi Procedures.
- 5.18.1. Command Post will transmit the active runway information to the crews. Do not taxi without removing all possible cockpit obstructions to ground visibility. Note: Strategic Command and Control System (SCACS) aircraft directed to launch that are unable to take off because other alert aircraft are blocking their access to the active runway should notify Command Post immediately and standby for instructions.
  - 5.18.2. Before taxiing:
    - 5.18.2.1. Check the area for any other aircraft movement. Any moving aircraft within 300 feet has the right-of-way over any aircraft not yet taxiing.
    - 5.18.2.2. If aircraft that are parked side-by-side begin to taxi simultaneously, determine the aircraft right-of-way by the direction of turn out of parking. If the initial turn is to the left, the aircraft on the left has the right-of-way. If the initial turn is to the right, the aircraft on the right has the right-of-way.
    - 5.18.2.3. For opposing aircraft (either diagonally or directly facing each other), the aircraft turning left has the right-of-way.
  - 5.18.3. If unable to taxi for any reason: taxi light on and off several times.
    - 5.18.3.1. Notify crew chief of difficulty encountered and request assistance.
    - 5.18.3.2. When time and the situation permits, keep the SOF and/or Command Post (as applicable) informed of any significant difficulties requiring coordination.
  - 5.18.4. When exiting the parking area to fill a gap in the taxi stream, a minimum of 300 ft between taxiing aircraft must be available prior to moving into the gap. Note: In the interest of safety, aircraft parked on the main ramp should consider delaying taxi to allow aircraft parked closer to the runway to taxi first. This permits the delaying aircraft to taxi through a less congested area.

5.18.5. The above right-of-way rules are designed to facilitate safe conduct of moving aircraft. They do not negate the aircraft commander's judgment and responsibility to recognize and avoid an unsafe condition. For example, the 300 ft figure mentioned is acceptable in most situations, but conditions such as a slick ramp or a fast moving aircraft might make it necessary to increase the separation. Aircraft commanders and supervisory personnel must assess each individual situation and ensure a safe operation. Safety is critical to mission accomplishment.

5.18.6. Radio Procedures:

5.18.6.1. COMM 1 UHF Radio. Maintain a listening watch on 311.0. Follow crew copy and validation procedures from EAP-STRAT, Vol 5.

5.18.6.2. COMM 2 UHF/VHF Radio. Set in accordance with squadron instructions.

5.18.6.3. COMM 3 UHF Ground.

5.18.7. Normal Alert Parking is directed in the mass parking area. This area will be upgraded in priority and security as an alert parking area when aircraft are cocked on alert.

5.18.8. During peacetime and exercise conditions, Ground Control personnel direct all aircraft movement. Aircrews must be prepared to react quickly and safely to any unexpected situation that may occur.

5.18.9. During peacetime and exercise conditions, the first aircraft in the taxi stream will obtain clearance onto the active runway prior to crossing the hold line.

5.19. Alert Aircraft Repositioning Plan (AARP).

5.19.1. Alert aircraft repositioning is in accordance with the 452 AMW AARP plan and the instructions found in the CMF. Aircrews are pre-briefed if the tactical situation permits. Once aircraft is in final position, accomplish a new stored heading alignment on Inertial Navigation Unit (INU) 1 & 2.

5.19.2. Upon termination of AARP, aircraft will return to their normal alert parking spots. The 452 AMW/CP or designated representative directs recovery routes and procedures.

5.20. Cockpit Alert. Cockpit alert status is according to the posture designated using procedures outlined in EAP-STRAT, Vol 5.

5.21. Minimum Interval Takeoff (MITO) Abort.

5.21.1. If the decision is made to abort the mission or a delay is encountered prior to crossing the hold line, notify the tower and clear the taxiway to allow other aircraft to pass. Notification to the tower is as follows: "Call Sign XX Launch Delay." Do not use the word "ABORT" in this case. If the problems encountered are of such a magnitude to preclude any possible takeoff, the aircraft may be run off onto an unprepared area if necessary (OPLAN 8010 Launch Only).

5.21.2. In addition to radio notification to tower, aircraft aborting the mission will turn navigation lights to "Bright" and "Flash" and blink taxi lights on and off several times

once clear of the taxiway. Delayed aircraft that are incapable of making MITO timing should clear the taxiway by turning off into the parking ramp to clear the taxi stream.

5.21.3. Delayed aircraft that are subsequently returned to a launch capable status in time to make MITO timing will join the stream for takeoff as soon as possible. To accomplish this, turn strobes on, configure navigation lights as required and notify the tower: "Call Sign XX Launch Capable."

5.21.4. Delayed aircraft that subsequently return to a launch capable status, but are incapable of making MITO timing, are not to take the runway until tower grants clearance (radio or green light).

5.21.5. Standard AFI 11-2KC-135, Vol 3, Addenda B, *KC-135, Nuclear Employment (U)*, procedures apply for aircraft aborting beyond the hold line.

#### 5.22. Takeoff.

5.22.1. For OPLAN 8010 launch, refer to procedures contained in the CMF. Command Post will notify crews of the launch conditions.

5.22.2. Takeoff Direction -- Optimum. Runway 32 is used whenever possible.

5.22.3. Takeoff Direction -- Non-Optimum. When the maximum tailwind component for Runway 32 is exceeded, Runway 14 will be used.

5.23. Potential/Actual Disaster Notification. Accomplish Disaster notification to crews (practice or actual) according to EAP-STRAT, Vol 5 procedures. Notification may be by Klaxon when situation warrants.

#### 5.24. Fire Alerts/Fuel Spill.

5.24.1. Notification is made by two-way radio, telephone or runner. Klaxons are not to be used for fire alerts/fuel spill.

5.24.2. Proceed to the aircraft and stand by to move aircraft (taxi or tow) in the proximity of the fire/fuel spill area.

5.24.3. Move aircraft on direction of the Fire Chief, Tower or Command Post.

5.24.4. Only those aircraft endangered by the fire would start engines.

5.24.5. Crews will stand by until released by Command Post. **Note:** Do not move alert aircraft from their parking locations for simulations or exercises.

#### 5.25. Alert Inertial Navigation Unit (INU) Procedures.

5.25.1. Alert Crew Procedures. Each crew will accomplish INU stored heading alignments:

5.25.1.1. When the aircraft is placed on alert status.

5.25.1.2. Once every seven days while aircraft is on Hard Alert.

5.25.1.3. When an aircraft is moved and the heading changes more than five degrees.

5.25.2. Documentation. Upon completion of ground alignment, enter a NOTE with the date in the AFTO Form 781A, *Maintenance Discrepancy and Work Document*.

5.25.3. Maintenance Procedures. Alert Force maintenance will pass INU alignment dates for applicable aircraft to the Senior Aircraft Commander when required. Additionally, maintenance will annotate the alignment completion in the appropriate section of the AFTO Form 781.

## **6. MEDICAL SERVICES.**

### **6.1. Flight Surgeon.**

6.1.1. The flight surgeon's primary responsibility is to provide medical advice and coordinate medical and dental care as needed.

6.1.2. Do not assign crewmembers that are DNIF to SCACS support or conventional alert sorties.

6.2. Flight Physicals. Accomplish flight physicals in accordance with normal requirements.

## **7. CREW COMMUNICATION, PLANS AND INTELLIGENCE.**

### **7.1. Combat Mission Folders (CMFs).**

7.1.1. 452 OSS/OSTX will issue CMFs to crews upon initial generation. Use checklist for CMF material issuance located with each CMF.

7.1.2. Upon initial issue of the CMF to an alert crew, the aircrew will inventory the contents using wing-developed procedures. Keep one copy of the inventory with the CMF for aircrew changeover and the other copy in 452 OSS/OSTX accountability files.

7.1.3. During crew changeover, the oncoming aircrew will:

7.1.3.1. Proceed to the aircraft and conduct a physical inventory of items. Ensure that the number of pages in each QRB agrees with the Table of Contents and Record of Data Change located in the front of the book.

7.1.3.2. Sign, date and record the seal numbers on the next line when the inventory is complete. This signature relieves the previous signatory (crew member) of accountability.

7.1.3.3. Use the SF 702 to document actions anytime the locked or sealed portion of the CMF container is opened or closed. Record the new seal numbers in the guard check column.

7.1.4. When returning the CMF, a 452 OSS/OSTX representative will inventory all items; that individual then signs for receipt of CMF materials.

7.1.5. The crew stores the Combat Mission Folder (CMF) in the CMF security container on the aircraft. The QRBs and communications authentication materials should be arranged in the container for immediate access when responding to alerts.

7.1.6. Intelligence materials for the CMFs will be prepared and updated by the Intelligence Flight.

### **7.2. Issue/Control of Communications Documents.**

7.2.1. Oncoming Documents and Comm Team Material.

7.2.1.1. Oncoming alert crews will inventory and receipt for their Communication Documents prior to going to the aircraft for alert changeover.

7.2.1.2. List the required material on an Air Force Form (AF Form) 4291, *Aircrew Communications Document Receipt*. Use this form as the material receipt during the alert period. A positive control crewmember will sign for the classified materials and complete inventory of COMSEC materials IAW AFI 33-201, V2, *Communication Security (COMSEC) User Requirements*.

7.2.1.3. All off-going crews must return their communications material immediately after the oncoming crews have accepted the aircraft for alert. They will turn in all Communication Documents for inventory and receive their receipts at this time.

7.2.1.4. Store classified communications material on the aircraft inside the CMF security container.

7.2.1.5. Combat Crew Communications personnel will issue Flight Information Publication (FLIP) material.

### 7.3. OPLAN 8010 Certification Program.

7.3.1. Initial certification training is held from 0800 to 1600, Monday thru Friday. This training will normally be scheduled for the week prior to the UTA, allowing continuity of training for a UTA certification. Initial Command Control Procedures (CCP) training will take place as scheduled by Command Post. In order to provide the most effective training, all pre-certification requirements (flights, driver's orientation, security training, etc.) should be completed prior to beginning certification training. The squadron sections must coordinate training with 452 OSS/OSTX and Command Post to ensure all required training items are completed prior to the certification.

7.3.2. 8010 Certifications are normally scheduled during the UTA on Saturday and/or Sunday.

7.3.3. Prior to certification, crews present a complete OPLAN 8010 and conventional briefing to the certifying official.

7.3.4. Following the certification briefing, the certifying official and appropriate staff representatives will question participants to ensure adequate knowledge of mission procedures.

### 7.4. OPLAN 8010 Study.

7.4.1. OPLAN 8010 Study Material. 452 OSS/OSTX maintains AMC and USSTRATCOM instructions and sortie materials required for combat crew study.

7.4.2. Recurring OPLAN 8010 Study Program. In order to maintain the desired level of proficiency, all OPLAN 8010 certified personnel receive supervised OPLAN 8010 study quarterly.

7.4.2.1. 452 OSS/OSTX provides a briefing to cover items of interest, such as new information and Inspector General Reports.

7.4.2.2. Staff specialists present specialized OPLAN 8010 briefings. Select study areas from applicable OPLAN 8010 subjects, such as communications data and safe passage procedures.

7.4.2.3. Combat Mission Folders (CMFs) study will consist of a period of self study to permit crewmembers to review materials in the CMF.

7.4.2.4. Study Quizzes. Periodically, 452 OSS/OSTX will set aside a portion of the study program for informal written exams.

#### 7.4.3. Alert Sortie Study Requirements:

7.4.3.1. Crewmembers must study their assigned OPLAN 8010 alert sortie within eight hours after assuming alert on each Hard Alert tour.

7.4.3.2. Individual section chiefs should schedule spare crewmembers/mission-ready resources for recurring study during the normal alert crew study period. Schedule these individuals early in the month to permit rescheduling if they miss a study session.

7.4.4. Intelligence Materials. In addition to the Sortie Study guides in the CMF, intelligence reference materials and resources are available in the Intelligence Flight for crew review.

#### 7.5. Command Control Procedures Training.

7.5.1. All positive control crewmembers must be proficient and current in Command Control Procedures (CCP) prior to assuming alert. All OPLAN 8010 certified personnel must receive CCP quarterly.

7.5.1.1. Conduct initial CCP training as coordinated between the squadron sections and the Command Post.

7.5.1.2. Recurring Command Control Procedures (CCP) training is conducted on changeover day at 1330L or as coordinated.

7.5.1.3. Substitutions. Crew substitutes should attend CCP with the alert crew if possible. For emergency situations, the crewmember will coordinate with their section chief, who will in turn contact the Command Post Superintendent during normal duty hours to schedule CCP.

7.5.1.4. Crewmembers who are noncurrent in CCP training must complete a refresher course consisting of prior quarter's CCP and current quarter's CCP prior to assuming alert.

### 8. SECURITY.

8.1. Program Authority. The authority for establishing procedures set forth in this instruction derives from AFI 31-101, *Integrated Defense*.

8.2. Procedures for Restricted Areas. The 452 AMW Installation Security Plan outlines procedures for escorted and unescorted entry. This plan also addresses distant recognition codes.

8.3. Hard Alert Aircraft Entry Procedures.



8.3.1. Unescorted entry into Hard Alert aircraft is limited to the assigned aircrew and the crew chief. The aircraft commander is the sole vouching authority for granting entry to their assigned aircraft. The aircraft commander will verify the need of all individuals who require entry into the aircraft. The aircraft commander may appoint another member of the flight crew to escort any individuals requiring access into the aircraft. The crew chief or an aircrew member must be present when support personnel are working on the exterior of the aircraft.

8.3.2. Pre-Announcement Procedures. The Command Post must process any requested entry into Hard Alert parking areas. Security Forces posted in these areas will monitor access to the area and detain or apprehend any unauthorized individuals attempting to gain entry to the area or tamper with alert aircraft. Initiate appropriate up channel reports as required.

8.3.2.1. Make pre-announcement requests by calling the Command Post.

8.3.2.1.1. The Command Post pre-announces the names of the individuals who are to enter the Hard Alert parking areas to the Desk Sergeant at the BDOC via direct line. If more than one person is going to an aircraft at the same time, give the senior person's name plus the number of personnel accompanying them to the desk sergeant. Once notified, the desk sergeant will pre-announce the scheduled visit to the Security Forces posted within the areas concerned.

8.3.2.1.2. Personnel pre-announced should arrive within 15 minutes from the time of their pre-announcement to prevent confusion on the part of all personnel.

8.3.2.1.3. The last individual (air or ground crew) departing the secured area must contact Security Forces and verify the visit is terminated and the aircraft is secure. Ensure all hatches and doors are closed, with the exception of the crew entry chute, as applicable. The aircrew will wait for the Security Forces to conduct a sweep of the area prior to departing.

8.3.2.1.4. If personnel deviate from the pre-announcement procedure, they will be detained and checked out through the Command Post. Initiate a COVERED WAGON if the situation dictates. Personnel who arrive after the prescribed 15-minute window will be directed to reinitiate the pre-announcement process.

8.3.2.2. During any alert response, security personnel will challenge crews entering the area by using the distant recognition code. Normal pre-announcement procedures do not apply during fast reaction alert responses.

8.3.2.3. During alert responses not activated by a klaxon, the Command Post should immediately advise the BDOC who will announce the response to all posted Security Forces. Use distant recognition codes to grant entry.

8.3.2.4. Authorized fuel trucks and aircraft tow tractors requiring entry into the PL2 area must be pre-announced. Personnel operating these vehicles should call the Command Post for verification and pre-announcement to the BDOC.

8.3.2.5. In an emergency such as a fire or serious injury, Security Forces, fire fighting, medical and other required personnel are permitted entry into the alert aircraft parking area without delay. The BDOC must be aware of the emergency.

Security Forces providing security for Hard Alert aircraft must be forewarned or have personal knowledge of the emergency or they will deny entry.

8.3.2.5.1. Once admitted, Security Forces and owner/user personnel in the area should maintain surveillance over the emergency.

8.3.2.5.2. Upon termination of the emergency, conduct a physical check to ensure all emergency response personnel have departed the area.

8.3.2.6. Aircrews and maintenance personnel responding to alert aircraft during "Communication Out" will be pre-announced if at all possible and the distant recognition code will be used.

8.3.3. Escort Procedures for Hard Alert Aircraft Parking Area. Agencies requesting escort should contact the Command Post who will copy all required information. The Command Post then verifies the request through pre-established telephone numbers to applicable control centers (use direct line telephones whenever possible).

8.3.3.1. Once the Command Post verifies the visit, establish the time of the visitor's arrival at the ECP and have an authorized escort official meet the visitors at the ECP. The escort official will identify the visitors with the help of the entry controller. Prior to granting entry, the escort official must complete an Air Force Form (AF Form) 1109, *Visitor Register Log*.

8.3.3.2. If the escort official arrives at the Entry Control Point with personnel requiring escort, physically separate them by a minimum of ten feet to ensure a duress situation does not exist.

8.3.3.3. The aircraft commander must approve all requests for escort to alert aircraft. If approved, the aircraft commander or designated representative must escort the individual to the aircraft.

8.3.3.4. The Command Post will pre-announce these visits to the BDOC and provide the name and title of the individual providing escort. The BDOC will pass the required information to the guard at the entry control point.

8.3.3.5. Escort into alert aircraft is for official business only. No aircraft tours for personal reasons are permitted.

8.3.4. Escort Officials/Procedures and Responsibilities:

8.3.4.1. Escort Officials. The escort official assumes responsibility for the safe conduct of the visitor throughout the visit. An escort official confirms the right and need for a visitor to enter a Restricted Area and is the sole source of authority for that visitor to enter the area. Escort officials are identified on a March ARB issued Air Force Form (AF Form) 1199, *Air Force Entry Control Card*, by an "E" stamped or typed next to the area for which they have authority.

8.3.4.2. Escorts. An escort is any qualified individual designated by an escort official to exercise surveillance and control over a person visiting a Restricted Area. The escort official must identify all visitors and the reason and duration of the visit.

8.3.4.3. Escorted Entry Procedures for Protection Level 2 (PL2) Restricted Areas. For personnel who require an escort, they or their assigned unit should provide the

time of the intended visit to the agency requesting their service or authorizing the visit. The requesting agency will verify the need for the visit through pre-established telephone numbers, not a number given by the individual requesting the escort. Once verified, the requesting agency must have an authorized escort official at the designated ECP at the specified time to meet the visitor(s). Clear all visitors through the Command Post.

8.3.4.3.1. Pre-Entry Procedures. The escort official should meet the visitor outside the Restricted Area. The escort official confirms the identity of the visitor(s) and briefs them on security procedures.

8.3.4.3.2. The escort official must establish the visitor's identity and need to enter. The escort official then enters the area alone to verify they are not under duress and identifies the visitor to the entry controller. Once identified, the visitor(s) accomplishes an entry on the AF Form 1109, *Visitor Register Log*. In the presence of the visitor, the escort official or entry controller will inspect all hand carried items or baggage. Allow visitors to hand carry only those items essential to their visit as identified by the escort official.

8.3.4.4. Escort Procedures and Escort Official Responsibilities. A visitor must remain under continuous escort.

8.3.4.4.1. Escort procedures throughout the visit should range from close scrutiny and surveillance for previously unknown visitors to close control of authorized and relatively known visitors.

8.3.4.4.2. An escort official authorizing the visit may delegate the functions of visitor surveillance and control to another qualified individual from their unit or agency. The individual must possess a March ARB issued Restricted Area Badge for that area (escort designation not required). However, the escort official retains the responsibility for the visitor's safe and secure conduct during the visit and return to the ECP at the end of the visit.

8.3.4.5. Special Escorting Requirements:

8.3.4.5.1. Number of visitors. No individual may escort more than six visitors at one time within March ARB Restricted Areas.

8.3.5. Generation Area Entry Procedures. Upon notification of OPLAN 8010 generation, the Mass Parking Rows are upgraded to a Protection Level "PL2" area. Security Forces will staff the ECP. The Internal Security Response Team (ISRT) assigned to the area, along with any other Security Forces available, will purge the area to confirm the identity of all personnel working in the area. Maintenance personnel may assist in this identification process. An Air Force Form (AF Form) 1199, *Air Force Entry Control Card*, with area 8 open, is required for unescorted entry.

8.3.5.1. All routine visits to cocked alert aircraft in the generation area will be made through the staffed ECP and are pre-announced to the BDOC by the Command Post. The Desk Sergeant will announce the visit to Security Forces posted in the area.

8.3.5.2. During klaxon alerts, Security Forces will grant entry to the area and aircraft with the daily distant recognition code.

8.3.5.3. Air Force Form (AF Form) 1199, *Air Force Entry Control Card*, with area 8 open, is required for unescorted entry to alert aircraft and/or the alert parking area. An “E” adjacent to 8 is required for escort officials.

#### 8.4. COVERED WAGON Reporting.

8.4.1. Every person authorized unescorted entry to the alert aircraft parking area must be observant to detect unauthorized personnel or suspicious acts that could jeopardize the security of priority resources or aircrew personnel. Anyone observing an incident of this nature must accomplish the following:

8.4.1.1. Check the individual(s) for proper identification (current Air Force Form (AF Form) 1199, *Air Force Entry Control Card*) or escort if they are being escorted.

8.4.1.2. If you cannot properly identify an individual, place them at a disadvantage (feet spread apart on the ground or against a wall) and contact Security Forces immediately.

8.4.1.3. Draw attention to the incident by shouting “UNIDENTIFIED INDIVIDUAL/ PERSONNEL” several times. Direct the first available person to report the incident to the Security Forces. Give the person being sent to report the incident all pertinent information such as number of persons involved, location and a brief description of the incident. The description of the incident should include information on whether the suspect is armed and if potential explosive devices are present.

8.4.1.4. If the suspect is armed and cannot be subdued without endangering your life, then take cover and draw attention to the incident by shouting “COVERED WAGON” several times. Direct someone to report the incident to the Security Forces while you attempt to keep the suspect(s) under observation until arrival of assistance. Ensure other personnel in the immediate vicinity are aware of the incident.

8.4.1.5. When the Security Forces arrive, release the individual(s) to them and brief them on the incident.

8.4.1.6. Anyone directed to report a security incident should relay all information in the fastest possible manner with all available details.

8.4.2. The Command Post will take the following actions in response to a COVERED WAGON incident:

8.4.2.1. Notify the BDOC, giving all available information.

8.4.2.2. Follow the quick reaction checklist for COVERED WAGON incidents.

8.4.3. Security Forces Exercise Responses. Crewmembers should be aware that Security Forces periodically conduct security exercises. Security Forces respond to these exercises the same as to an actual COVERED WAGON. Crewmembers should assume that any Security Forces operation is actual until notified otherwise. Crewmembers respond to Security Forces operations as follows:

8.4.3.1. Within the Alert Facility (Bldg. 456). When notified that a Security Forces exercise is in progress, you should remain where you are. Do not interfere with

security personnel. If in doubt whether the operation is an exercise, contact the Command Post. Crewmembers do not participate in security exercises.

8.4.3.2. Outside the confines of the Alert Facility, maintain a safe distance (on foot or within your vehicle) until cleared to proceed by the Security Forces. If responding to a klaxon, proceed with caution. Do not interfere with Security Forces. In either case, whether an exercise or actual COVERED WAGON, Security Forces personnel are the main point of contact.

## 9. COMMUNICATIONS.

### 9.1. Klaxon System and Testing.

9.1.1. The Communications Squadron maintains a current list of all installed and operative klaxons.

9.1.2. Klaxon Signal. The klaxon signal for an alert is a continuous sound for 30 seconds with a 15-second pause, repeated three times.

9.1.3. Testing. During periods of Hard Alert, Command Post tests the klaxon in accordance with AMCI 10-450, *Support of Nuclear Planning and Operations*. It is the responsibility of the Communications Squadron to determine the status of all klaxons and report their status by exception to Command Post.

#### 9.1.4. Alert Notification Terminology:

9.1.4.1. For situations that require the Alert Force to be restricted to the Alert Facility for klaxon maintenance or any reason other than an Emergency Action Message (EAM), use the following:

9.1.4.1.1. "This is March Command Post with an advisory. All crews return to the Alert Facility. Crews are restricted to the Alert Facility on telephone standby. I say again," Repeat the advisory and state "March Command Post Out."

9.1.4.1.2. Crews will return to the Alert Facility immediately, but must obey all traffic and speed rules.

9.1.4.1.3. When all crews have returned to the Alert Facility, the alert controller will announce the reason for the restriction. For klaxon maintenance, use the following terminology: "Crews are restricted to the Alert Facility due to klaxon maintenance. Respond to verbal notification only. I say again," (Repeat.)

9.1.4.2. For an EAM situation that restricts the Alert Force to the Alert Facility, use the following call:

9.1.4.2.1. "For Alert Force, For Alert Force, Restricted Alert, Restricted Alert."

9.1.4.2.2. Crews will return to the Alert Facility immediately, but must obey all traffic and speed rules. Contact the alert controller upon arrival for instructions.

9.2. Command Post. Command Post will issue actual or exercise instructions to alert crews over the UHF and TAAN radios according to EAP-STRAT, Vol 5.

9.3. Hard Alert Primary UHF Radio Frequencies. Command Post – 311.0.

9.4. Communication Procedures.

9.4.1. Normal procedures. Command Post will direct response according to EAP-STRAT, Vol 5 procedures.

9.4.2. Inoperative Klaxon Procedures.

9.4.2.1. Recall alert crews to the facility and place them on telephone standby.

9.4.2.2. Pass alert notification by telephone to the alert controller. The alert controller will then:

9.4.2.2.1. Yell “Klaxon, Klaxon, Klaxon” while running through the Alert Facility to notify all crews.

9.4.2.2.2. Physically check all rooms after accomplishing the above steps to ensure a complete response.

9.4.3. Communications Out Procedures. Follow procedures in EAP-STRAT, Vol 5.

9.5. Radio Monitoring Procedures. Crews will monitor 311.0 during ground operations.

9.6. Portable Command Control Radios.

9.6.1. TAAN Radio: Crews must carry a TAAN radio any time they are outside the Alert Facility.

9.6.2. The individual wings control and issue TAAN radios.

9.6.2.1. Prior to leaving the facility, check the operability of the TAAN radio through the Command Post controller.

9.6.3. LMR (hand-held two-way radio): Portable two-way radios may also be issued when available.

9.6.4. The following procedures will apply:

9.6.4.1. Crews may use portable radios during the following:

9.6.4.1.1. When in cockpit alert and the aircraft is electrical power-off or the aircraft radios are inoperative.

9.6.4.1.2. Under cockpit alert conditions when the unit commander releases crews from the cockpit to the alert vehicle adjacent to the aircraft. If, while in the vehicles, the crews receive a message over the TAAN radio that requires an acknowledgment, they must return to the aircraft and acknowledge using the aircraft radio, not a portable radio.

9.6.4.1.3. Crews may copy a command control advisory, preamble, introductory phrase or message broadcast while responding to an alert. The crew must transfer information copied during the response to the crew copy format to validate the message and complete checklist items.

9.6.4.2. Crews that hear the phrase “Klaxon, Klaxon, Klaxon” over the portable radio/TAAN respond in exactly the same way as they would to the sounding of the alert klaxon. For messages that do not require crew fast reaction, the crews are notified by portable radio as well as any other means.

## **10. COMMAND POST/TOWER/ALERT PROCEDURES.**

10.1. Active Runway. Command Post will inform crews of the active runway for all actual or exercise alerts and coordinate all changes with tower.

10.2. Responsibilities During Actual/Exercise Alert Conditions.

10.2.1. Command Post initiates the actual or exercise alert condition.

10.2.2. Tower Procedures. The tower receives the Alert Force reaction notification via light system, LAN line or telephone and will proceed as follows:

10.2.2.1. Transmit on all available tower frequencies, "Attention all aircraft: March Air Reserve Base is under Alert Conditions; all aircraft remain clear of the traffic pattern until further notice. Emergency and minimum fuel aircraft report immediately."

10.2.2.1.1. For actual alert launches, deny all landings unless approved by Command Post or OG/CC.

10.2.2.1.2. The tower controller shall apply the guidelines and procedures in Air Traffic Control (ATC) 7110.65, paragraph 3-31, if the pilot of an emergency or minimum fuel aircraft requests landing clearance during an alert exercise.

10.2.2.2. Clear all taxiways, as necessary, to permit rapid access to the runway by alert sorties.

10.2.2.3. Clear the alert sorties onto the runway. Use appropriate light signals when necessary.

10.2.2.4. Pass all delays and aborts to Command Post.

10.2.2.5. Control the movement of all delayed aircraft.

10.2.2.6. Keep the runway clear of other traffic until all alert aircraft have cleared the runway.

10.2.2.7. Tower resumes normal operations once Command Post terminates an exercise and the runway has been inspected (after a moving exercise). The SOF, Airfield Management personnel or other authorized inspector can perform the runway inspection.

10.2.2.8. Upon termination of an exercise, broadcast "Attention all aircraft, this is March Tower, resume normal operations."

10.2.2.9. The tower is the primary agency for controlling all traffic for exercise alerts.

10.3. Repositioned Alert Procedures.

10.3.1. Command Post will notify the tower and alert controller and crews via TAAN of implementation and termination of repositioned alert.

10.3.2. After notification, the tower will advise radar approach control (RAPCON) of aircraft movement.

10.4. Tower Abort Procedures.

10.4.1. A tower operator hearing an “abort” call echoes the abort call over UHF Guard Channel, 243.0 MHz and the applicable UHF frequency.

## 11. MAINTENANCE.

### 11.1. Organization.

11.1.1. This chapter defines areas of responsibility for ground handling and maintenance of 452 AMW Alert Force aircraft.

11.1.2. The 752d Aircraft Maintenance Squadron has overall responsibility for maintenance functions on, or concerning, alert aircraft. Assigned technicians are responsible for maintaining the launch capability of alert aircraft.

### 11.2. Alert Maintenance Procedures.

11.2.1. Maintain alert aircraft in the highest state of readiness. Assign only operationally ready aircraft to alert. Report any item that could affect the aircraft’s mission capability to the Maintenance Operations Center (MOC) immediately. The alert crew chief will report all discrepancies found during preflight to MOC and the aircraft commander, who will then notify the Command Post.

11.2.2. Do not perform any maintenance other than routine servicing on alert aircraft without concurrence of the aircraft commander.

11.2.3. The aircraft commander must first approve any activity that requires repositioning of any cockpit switch or control. Aircraft commanders will remain with the aircraft for projected maintenance actions if launch able. The aircraft commander must notify the 452 OG/CC of the launch able or uncocked status. Maintenance informs MOC of change in status. The 452 MOC coordinates as required to pass aircraft status information.

11.2.4. In those cases that require the aircraft to uncock, the aircraft commander must first obtain approval from the 452 OG/CC through Command Post. Maintenance informs MOC of the launch able or uncock/re-cock status. The crew will accomplish the uncocking checklist if required. The crew should run the preflight checklist to re-cock the aircraft when maintenance is complete.

11.2.5. Routine servicing such as gaseous oxygen (GOX) or hydraulic servicing requires coordination with the aircraft commander if maintenance must reposition any cockpit switches. Accomplish routine servicing during daily alert preflight to the maximum extent possible. The crew chief may apply external/Quick Start APU System (QSAS) power when required, with approval of the aircraft commander.

11.2.6. Preplanning. The Maintenance Plans and Scheduling Section does all preplanning and refueling of aircraft going on alert. After generation is complete, however, coordinate maintenance discrepancies on alert aircraft with MOC. MOC will call any specialists required for corrective maintenance.

11.2.7. Preflights. Do not perform normal daily preflights of pre-generated sorties or aircraft changeover preflights between 2100L and 0700L, except with 452 OG/CC approval. (This does not preclude preflighting a new sortie generating due to the upgrade of an alert line.)



11.2.8. Tire Rotation. Alert KC-135 aircraft tires are rotated as scheduled during normal morning preflight times. During engine powered tire rotations, the aircraft commander or copilot must occupy the pilot's seat. Qualified maintenance personnel may rotate tires using ground equipment.

11.2.8.1. Accomplish all appropriate aircraft tire rotation checklist steps.

11.2.9. Engine starts are required every 30 days.

### 11.3. Fuel Configuration and Servicing.

11.3.1. Responsibilities. The aircraft commander and crew chief must ensure that crewmembers follow all directives and checklist procedures on assigned aircraft.

11.3.1.1. The aircraft commander or qualified maintenance personnel stands by for fuel servicing of assigned aircraft. The aircraft commander will ensure a corrected AFTO Form 781F, *Aerospace Vehicle Identification Document*, is aboard the aircraft. Base all fuel loads on 6.7 lb. per gallon for JP-8.

11.3.1.2. The crew chief will function as the ground-refueling supervisor.

### 11.3.2. Procedures.

11.3.2.1. Petroleum Oils and Lubricants (POL) dispatches trucks to the alert parking area after alert exercises. Trucks will respond to visual signals of the crew chief.

11.3.3. Fuel loads. For OPLAN 8010 generation sorties, fuel loads will be computed by 452 OSS/OSTX and forwarded to Maintenance. Fuel loads for SCACS support aircraft will be the maximum used during peacetime or as directed by 452 OSS/OSTX.

### 11.4. OPLAN 8010 Configuration.

11.4.1. Load alert KC-135R aircraft as directed by 452 OSS/OSTX, Aircrew Flight Equipment and MOC.

11.4.2. Operational Auxiliary Power Unit (APU). The KC-135R requires two operational APUs with one operational generator to assume alert. If an APU fails on an alert KC-135R, transfer the generator to the operational APU. An external air source with a long air hose will remain connected at all times to any KC-135R with only one operational APU. KC-135R aircraft must not remain on alert for extended periods of time with only one operational APU. Take the aircraft off alert as soon as possible, if the APU generator is inoperative or if both APUs fail.

11.5. Aircraft Alert Equipment. KC-135 aircraft equipment requirements are specified in AFI 11-2KC-135 Vol 3, C/KC-135 *Operations Procedures*, Addenda A.

11.6. Aircraft Parking. Parking is to be in accordance with the parking plan in the (S) 452 AMW Supplement to AMC Support Plan 8010-FY(U).

### 11.7. Periodic Walk-Around Checks.

11.7.1. The Maintenance Supervisor will ensure that crew chiefs accomplish a periodic walk-around check of each aircraft. Bring discrepancies affecting aircraft status, or those that would hinder an immediate launch, to the attention of the Flight Line Supervisor. The crew chief must immediately notify the aircraft commander and MOC. As a

minimum, visually inspect the following items during each walk-around check. Daily 5A Alert pre-flight inspections will be accomplished IAW T.O. 1C-135-6WC-1, to include some additional items not identified in the work cards.

11.7.1.1. Support equipment in place, secure and properly serviced.

11.7.1.2. Interphone cord and headset placed at the top of the crew entry door ladder on the boom operator's seat.

11.7.1.3. Pitot covers and engine (inlet) covers installed (cold weather operations install exhaust plugs).

11.7.2. In the event that aircraft and/or crews are forward located, crews should be aware that ice and snow buildup on aircraft requires the following actions:

11.7.2.1. Deice the aircraft when freezing rain is predicted or occurring. Crews may also need to deice after a wet snow has fallen or excessive frost is present. Maintenance Operations Control Center will notify the alert crew chief of the conditions and request dispatch of deicing vehicles as required. Determine deicing fluid strength based on temperatures and precipitation predicted. MOC will coordinate with alert crew chiefs, production supervisor and base weather to determine deicing requirements and direct the deicing.

11.7.2.2. If one inch or more of dry snow has accumulated on the aircraft, the alert Maintenance Supervisor will organize sweep teams to sweep aircraft clean. Alert maintenance notifies MOC of the snow conditions. At the completion of snowfall, coordinate with the Senior Aircraft Commander to deice the aircraft as required to ensure launch capability.

11.7.2.3. When freezing rain or extremely wet snow is present, check each engine for free rotation during the walk-around check. Use a broom handle to reach fan blades. If any turbine is frozen, apply heat to all engines to ensure N-2 compressors are free. If frozen turbine blades are found, run engines on all aircraft to thoroughly dry out all moisture. Notify Maintenance Operation Control Center of conditions and request additional H-1 heaters if required.

11.7.2.4. When the presence of ice and snow buildup in the parking area could hinder or prevent taxiing, the alert crew chief must notify MOC.

11.8. Repositioned Alert. The MXG representative in the Crisis Action Team (CAT) is responsible for overall supervision of maintenance aspects for the AARP. Each responsible agency will develop procedures to provide rapid conversion to repositioned alert, permit recovery from taxi exercises and permit conversion from optimum to non-optimum launch posture.

11.9. Alert Vehicle and Ground Equipment Usage and Control.

11.9.1. Purpose. To ensure all alert personnel are familiar with operating procedures for using vehicles and ground power equipment assigned or on loan to the alert branch.

11.9.1.1. Shift supervisors staff assigned radio trucks and accomplish vehicle inspections and properly annotate the AF Form 1800, *Operator's Inspection Guide and Trouble Report*.

11.9.1.2. Ground Power Equipment for KC-135s. There is a minimum of one power unit for refueling, plus one power unit for each aircraft without an operational APU. Use ground heaters as necessary for winter operation.

11.10. Snow Removal. (In the event that aircraft and/or crews are forward located, crews should be aware that these procedures should be available)

11.10.1. Purpose. To ensure launch capability of alert aircraft during and after excessive snowfall.

11.10.2. Responsibilities. The Maintenance Supervisor with the assistance of the Senior Aircraft Commander, as necessary, will implement the following procedures when conditions warrant:

11.10.2.1. The Senior Aircraft Commander will direct crewmembers to help the crew chief shovel a 20-foot long path in front of each gear truck and remove snow from aircraft fuselage.

11.10.2.2. When snow has accumulated to more than three inches, the supervisor will request snowplows through MOC and/or the Command Post Controller to clear alert taxiways and as many parking spots as can be safely cleared. If accumulation continues and drifting occurs around the aircraft, they will be pulled forward until the parking spot is clear, then re-parked. Alternatively, if any spots are vacant, aircraft can be rotated into empty spots until all parking locations are clear.

11.10.2.3. The alert crew chief should coordinate with the supervisor of the snow removal team to ensure that snow is not piled up where it would prevent alert aircraft from taxiing.

11.10.2.4. When a parking spot is covered with snow and an aircraft changeover occurs, the snowplows will clear the spot while it is empty.

11.10.2.5. The alert crew chief must ensure that powered support equipment is accessible at all times.

11.11. Foreign Object Damage (FOD) Program for Alert.

11.11.1. Purpose. To minimize Foreign Object Damage (FOD) to alert aircraft.

11.11.2. Responsibilities and Procedures. All support and Alert Force personnel on duty carry out and implement, as required, the procedures outlined in this directive.

11.11.2.1. Each alert crew is responsible for policing the immediate ramp area around their aircraft. The crew will inspect this area during the daily preflight and before engine run-up or taxi, except during actual alerts. These inspections will include:

11.11.2.1.1. Removal of FOD from ramp.

11.11.2.1.2. Parking and securing equipment.

11.11.2.1.3. Checking covers and plugs for security and serviceability.

11.11.2.2. The senior specialist present on any maintenance action is responsible for the cleanliness of the affected ramp area after completing the job. Upon completion

of work, check for safety wire, nuts, bolts, rags or anything that may cause damage to the aircraft.

11.11.2.3. Normally, the overall alert area and ramps are checked and cleared daily by the alert Maintenance Supervisor on duty. The condition of each parking site is the primary responsibility of the crew chief and aircraft commander concerned. Common courtesy and basic good safety practices dictate that when a specialist changes a component, it is their responsibility to clean up any debris that resulted from their activities. If the area is not clean and free of debris, the crew chief and supervisor concerned should not release the specialist.

#### 11.12. Exercise Recovery (for exercises during which aircraft are taxied).

11.12.1. Upon notification of an alert by klaxon or radio communication, the Maintenance Supervisor will position him/herself outside the alert area on the main ramp. Supervisor assists as requested by the alert crew chiefs. The Maintenance Supervisor should obtain any necessary additional personnel from the flight line launch teams.

11.12.2. After taxiing aircraft leave a parking spot, immediately prepare to receive the aircraft back into the area. Clear all chocks, fire extinguishers and alert vehicles from the parking spots. Additional crew chiefs will position themselves as necessary to facilitate recovery operations.

11.12.3. Recovering aircraft free flow back into mass ramp parking spots. Sorties parked in spots that require the aircraft to be towed into position should position themselves to recover at the end of the stream.

11.12.4. The Maintenance Supervisor should contact the MOC to confirm that refueling trucks are en route. The assigned crew chief will supervise fuel servicing after alert exercises and accomplish all required maintenance.

11.12.5. After an alert exercise, the crew chief is responsible for complying with an alert exercise postflight as specified in T.O. 1C-135-6WC-1.

11.12.6. The crew chief must properly document all discrepancies in the appropriate aircraft forms.

11.12.7. The alert crew chiefs will call the MOC for specialist assistance as required.

11.12.8. The crew chief should follow up on all discrepancies to ensure they have been documented and cleared.

11.12.9. The alert crew chief must notify the aircraft commander when the assigned aircraft needs to be uncocked for maintenance action and when it is ready to be re-cocked following that maintenance action. This notification does not apply to routine actions, such as general maintenance or GOX and hydraulic servicing.

11.12.10. The crew chief should properly bed down the aircraft prior to leaving the area.

#### 11.13. Towing and Parking Aircraft.

11.13.1. Purpose. To provide instructions on towing and parking aircraft in the alert area.

11.13.2. Responsibility.

11.13.2.1. The provisions of this paragraph apply to all flight crews and maintenance personnel on duty with the Alert Force. It also applies to tow teams from the support branch when towing alert aircraft.

11.13.2.2. The aircraft commander and the crew chief will ensure proper procedures are followed when the aircraft is being towed.

#### 11.13.3. Procedures.

11.13.3.1. Use a checklist during all towing operations and strictly observe all safety practices.

11.13.3.1.1. Post sufficient wing walkers to ensure the safety of taxiing aircraft.

11.13.3.1.2. Post an individual to direct the aircraft to its parking spot. AFI 11-218, *Aircraft Operations and Movement on the Ground*, contains required hand signals. At night, use taxi wands.

11.13.3.1.3. The crew chief parking the aircraft must watch the maximum limit markings closely to prevent exceeding turn limits. Keep aircraft away from unstressed surfaces marked with wide double yellow stripes.

#### 11.14. Shift Change Procedures.

11.14.1. Purpose. To ensure alert aircraft and support equipment are maintained in a constant state of readiness.

11.14.2. Responsibility. The Maintenance Supervisor and Senior Aircraft Commander implement these procedures:

11.14.2.1. The oncoming crew chief will report to the alert area at 1700L on changeover day. Bring helmet and alert gear. Any crew chief not having all required equipment and immunizations or not meeting AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, cannot assume alert until meeting requirements. The off-going crew chief will remain on alert until such time as the new crew chief fulfills requirements.

11.14.2.2. The Senior Aircraft Commander will hold roll call to ensure all personnel are present.

11.14.2.3. The Senior Aircraft Commander will provide alert numbers, the duress word, any additional information and discuss any problems that might be of interest.

11.14.2.4. The oncoming crew chief should proceed to their aircraft with the off-going crew chief and check the aircraft and equipment thoroughly IAW T.O. 1C-135-6WC-1, Part 5A. Report all unsatisfactory items to the on duty alert Maintenance Supervisor. Clear all discrepancies as soon as possible.

11.14.2.5. Alert crew chiefs must check powered and non-powered AGE for serviceability.

11.15. Personal Appearance. Maintenance ground crews will have in their possession BDUs/ABUs and authorized caps. Wear winter gear (parka, heavy pants, hat, gloves and boots) as required by existing weather conditions.

## **12. DEPLOYED ALERT.**

### 12.1. Concept.

12.1.1. Periodically, there may exist a need to deploy aircraft of the 452 AMW to another base to assume alert. Whenever this occurs, the 452 OSS/OSTX will obtain copies of the deployment base alert procedures and include them in the CMF material for those sorties affected.

12.1.2. The Assumption of Alert and Pre-Takeoff Briefing will include any changes to the published alert procedures.

## **13. MODIFIED AND CONVENTIONAL ALERT PROCEDURES.**

### 13.1. Crew Management.

13.1.1. Due to the changing nature of specific alert taskings, crew management policies are developed and maintained by the 336 ARS/CC or 336 ARS/DO and approved by the 452 OG/CC. These policies are outlined in the 336 ARS Alert Crew Information File (ACIF) located in the 336 ARS mission planning room. Prior to assuming alert, all crewmembers will initial the file indicating they are familiar with the guidelines and the most current update has been reviewed. Deviating from these policies requires approval from the 336 ARS/DO (or higher). Alert personnel substitutions may be granted by the 336 ARS/DO for 336 ARS personnel or the 752d Aircraft Maintenance Squadron (752 AMXS) Flight Chief (or higher) for 752 AMXS personnel. Coordinate personnel changes with the Command Post immediately and follow the procedures listed below (paragraph 13.2.3.).

### 13.2. Crew Changeover Procedures.

13.2.1. Modified Alert: Crew changeover normally occurs at 1700 in the 336 ARS briefing room. Any deviations to the changeover time or location for any crewmember (including the crew chief) must be coordinated with the aircraft commander and the Command Post. The oncoming crew calls the Command Post, using the procedure in paragraph 13.2.3., at the earliest opportunity.

13.2.2. The off-going crewmembers hand over the alert pagers/radios and brief the oncoming crewmembers on aircraft status; i.e., tail number, location and expected maintenance actions. Aircraft commanders are responsible to coordinate any necessary actions.

13.2.3. Immediately upon assuming alert, each crewmember calls the Command Post to confirm his or her name and ask for a pager test; the Command Post will then page the crewmember and confirm the pager's operation. Resolve any malfunction immediately. This procedure assures the Command Post's crewmember and pager number list is correct and tests the pager. Leave the pager turned on 24 hrs per day. The Command Post may conduct random connectivity checks as a means to ensure crews are meeting commitments and operability of the pagers. The alert aircraft commander calls the Command Post to confirm the scheduled alert crew is, in fact, on alert.

13.2.4. Do not upload the modified alert aircraft with personal or professional equipment until directed to do so. Keep equipment readily accessible. Do not leave personal and professional equipment unsecured (including alert vehicle) at any time.

### 13.3. Modified Alert Recall.

13.3.1. It is imperative that the 452d Command Post is able to contact and recall the aircrew (including the crew chief). The crew must be able to respond to exercise or real world recall messages and assume Hard Alert duty or launch within the "classified" time allotted.

13.3.1.1. The Command Post resolves connectivity problems by contacting the 336 ARS/DO and the 452 OG/CC. If the problem concerns the crew chief, contact the 752 AMXS Maintenance Supervisor and the 452 MXG/CC. These people have the responsibility to immediately provide suitable replacement personnel, when alert crewmembers do not respond to a recall. The Command Post must immediately resolve exercise connectivity problems; notify one of the above Point of Contacts (POCs) if connectivity cannot be established.

13.3.2. Once notified by the Command Post of a tasking and recall, the crew reports as soon as possible to the 336 ARS Squadron mission planning room (Bldg. 2245). The intent is to have each person report no later than 45 minutes. Respond as soon as possible, but in a safe manner (adhere to all traffic laws). If delayed en route for any reason, call the Command Post. The command post will also notify the 452 AMW/CC, the 452 OG/CC, the 336 ARS/DO and 452 OSS/OSTX of the tasking. If available, 452 OSS/OSTX will be available to provide coordination and support of the launching crew.

13.3.2.1. All 336 ARS crewmembers will report to the Command Post following assembly. The Command Post controller relays the tasking information to the crew. This information classified SECRET normally includes: the air refueling track, communication and refueling (CR) plan, refueling altitude, off-load, Air Refueling Control Time (ARCT) and Voice Call Sign Listing (VCSL) call signs. The Combat Mission Folder (CMF) footlocker contains the CMF, CJCS chart package, Tactical Aircrew Alerting Network (TAAN) capable radios and the Communications kit. The alert crewmember(s) will inventory the Communications bag and CMF contents utilizing the inventory lists inside the container. The classified materials will be signed over to an alert crewmember using the inventory forms provided in the CMF. This material is classified SECRET. Do not leave it unattended at any time. Turn the radio to TAAN and get a TAAN check from the Command Post. Proceed to the 336 ARS to accomplish mission planning, sortie study and individual duties—do not delay at the Command Post waiting for other crewmembers. If tasked to cock the aircraft on Hard Alert, proceed immediately to the aircraft after retrieving professional gear from the squadron; follow Command Post instructions. If tasked to fly a mission, use the following instructions.

13.3.2.2. During normal duty hours the crew chief reports to the Command Post, then immediately to the alert aircraft. After normal duty hours, the crew chief checks in with the Command Post, then reports to the 752 AMXS, picks up a hand-held radio and maintenance vehicle and immediately reports to the alert aircraft.

13.3.3. Crew duties. The mission timing should allow a flow that is very similar to our standard training sorties.

13.3.3.1. Aircraft Commander. After reviewing Combat Mission Folder (CMF) route and timing, Notices to Airmen (NOTAMs), and weather, fax the DD-175, *Military Flight Plan* to Airfield Management Operations--confirm they've received it. Confirm fuel load, tail number and parking spot with the MOC.

13.3.3.2. Copilot. Call Airfield Management Operations (x3602) to request a weather brief. Obtain NOTAMs online (<https://www.notams.jcs.mil>). Compute peacetime takeoff data.

13.3.3.3. Boom Operator. Secure the alert truck, accomplish corrected Form F if necessary, fill water jug and coordinate lunches. 452 OSS/OSTX and 336 ARS will ensure that A and B bags are sized and issued to each flight crew prior to the assumption of alert. A & B bags are only intended for emergency/off-station use.

13.3.3.4. Crew Chief. Prepare the alert aircraft for launch. Ensure support equipment is available for air-start capability and power, in the event the takeoff is delayed.

13.3.3.5. The entire aircrew must be present for a thorough crew briefing (crew chief exempt).

13.3.3.6. Coordinate with the Command Post for updates. Proceed as soon as possible or as directed (no later than 1+10 minutes prior to scheduled launch) to the alert aircraft. Prior to engine start time call Command Post for coordination. Start engines and takeoff to meet scheduled timing or as directed by message. An Emergency War Order (EWO) start is not appropriate for this mission.

13.3.3.7. After landing, preflight the aircraft for alert, which may require a fuel upload if another aircraft has not been pre-positioned; comply with Command Post instructions. Under peacetime rules, the alert crew must not continue aircrew duties past the designated duty day length. Note: If the same alert crew will continue alert duty after the USSTRATCOM degrade expires, then that crew must be allowed 12 hours crew rest before being notified for additional taskings. Due to aircrew rest restrictions, another crew will be directed to preflight the alert aircraft.

#### 13.4. Daily Duties.

13.4.1. The crew accomplishes the daily alert preflight at 0800 or as coordinated by the aircraft commander. Utilize the DAILY PREFLIGHT checklist in the "Alert Procedures" section of T.O. 1C-135(K)R(II)-1. Rotate tires on Tuesday (except during holidays). Start engines on Tuesdays using the QSAS; use the ground power cart to preserve APU life during other days of the week. Contact the Command Post for a pre-announcement to Security Forces Control Center (SFCC) and coordination with March Airfield Management Operations for engine start clearance. Aircrew Flight Equipment supplies a headset and 336 ARS Standardization and Evaluation (336 ARS/DOV) supplies a checklist at each station aboard the alert aircraft. During modified alert, use the aircraft tail number in radio transmissions. For aircraft on Hard Alert, use the designated sortie number (*Do not identify a sortie number with either a parking spot or tail number over non-secure communications*). Do not load any personal or professional equipment on the alert aircraft unless directed to assume "Hard Alert." The aircraft commander ensures all personnel are present for the daily alert preflight. Contact the 336 ARS/DO (or higher



authority) if unusual circumstances occur that prevent an individual from performing the preflight.

13.4.2. Crewmembers may complete ground-training events or attend other scheduled activities while on alert.

### 13.5. Aircrew Connectivity and Travel Restrictions.

13.5.1. During alert, after the assumption of alert pager test and with an operable pager, crewmembers need not inform the Command Post of their movements. The Command Post conducts occasional connectivity checks with the alert crew. The aircraft commander may request information regarding an individual's general whereabouts and telephone number; however, the Command Post remains the focal point for alert crew recalls. Do not use the Alert Force pagers as items of convenience; these are for Command Post use, to recall a crewmember. Crewmembers on alert, who are routinely away from a hard-line telephone, should consider purchasing a cellular phone for personal use. Do not use any alert notification equipment as a convenience. Do not release pager numbers to outside agencies; these are for official use. The 336 ARS/DO or higher authority may impose restrictions for adverse weather, road conditions, power outages, airfield problems or other unforeseen situations. You are expected to restrict yourself, as needed, to ensure your personal response time.

13.5.1.1. CONDITION ALFA – Normal modified alert. Personnel must comply with the travel restrictions established by the 336 ARS/CC or 336 ARS/DO outlined in the 336 ARS ACIF file. If the pager fails at any time, the crewmember will: (1) notify the Command Post and remain at home within listening distance of an operable phone, (2) give the Command Post a cellular phone number or (3) immediately return to the Command Post to obtain an operable pager. Note: When using options 1 or 2 minimize personal phone calls (i.e., the telephone will only be used as an aircrew alerting device).

13.5.1.2. CONDITION BRAVO - Restricted to March ARB.

13.5.1.3. CONDITION CHARLIE - Restricted to the Alert Facility, alert aircraft or other location as designated by Command Post.

13.5.1.4. CONDITION DELTA - *HARD ALERT*: Crews restricted to the Alert Facility or the alert aircraft (Restricted Alert).

### 13.6. Alert Force Exercises.

13.6.1. Contact the 452 OSS/OSTX for issues regarding wing activities and the Alert Force. Exercises often involve classified information. Communication and release of information must be treated according to classification and on a need-to-know basis. The squadron duty officer (SDO) or 452 OSS/OSTX collects crew response times (classified) and delivers them to the Command Post.

UDO K. MCGREGOR, Col, USAFR  
Commander

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

DoD 5200.1-R, *Information Security Program*, 14 January 1997

DD Form 365-4 (Form F), *Weight And Balance Clearance Form F - Transport/Tactical*, August 1996

EAP-STRAT, Vol 5 (S), *Aircrew Emergency Action Procedures*

OPLAN 8010-XX (S), *Global Deterrence and Strike*

AFPD 10-4, *Operations Planning: Air and Space Expeditionary Force (AEF)*, 30 April 2009

AFI 11-2KC-135 V3, *C/KC-135 Operations Procedures*, 18 September 2008

AFI 11-2KC-135 V3, Addenda B (S), *KC-135, Nuclear Employment*

AFI 11-218, *Aircraft Operations and Movement on the Ground*, 11 May 2005

AFI 14-2KC135, V3, *KC-135 Unit Intelligence Procedures*, 23 June 2008

AFI 31-101, *Integrated Defense*, 8 October 2009

AFI 33-201 V2, *Communication Security (COMSEC) User Requirements*, 26 April 2005

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 August 2006

Air Force Manual 33-363, *Management of Records*, 1 March 2008

AFTO Form 46, *Pre-positioned Life Support Equipment*, 1 July 1984

AFTO Form 781A, *Maintenance Discrepancy and Work Document*, 8 January 2008

AFTO Form 781F, *Aerospace Vehicle Flight Report and Maintenance Document*, 8 January 2008

Air Force Form 847, *Recommendation for Change of Publication*, 22 September 2009

Air Force Form 1109, *Visitor Register Log*, 1 August 2002

Air Force Form 1199, *Air Force Entry Control Card*, 1 November 1986

Air Force Form 1800, *Operator's Inspection Guide and Trouble Report*, 7 September 2006

Air Force Form 4291, *Aircrew Communications Document Receipt*, 14 May 2003

Air Force Form 4327a, *Crew Flight (FA) Authorization*, 24 October 2003

AMCI 10-450 (S), *Support of Nuclear Planning and Operations*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

*Abbreviations and Acronyms*

**AAPA**—Alert Aircraft Parking Area

**AARP**—Alert Aircraft Repositioning Plan

**ACIF**—Alert Crew Information File

**AFE**—Aircrew Flight Equipment

**AFI**—Air Force Instruction

**AFTO**—Air Force Technical Order

**AGE**—Aerospace Ground Equipment

**AMC**—Air Mobility Command

**AMW**—Air Mobility Wing

**AOA**—Assumption of Alert

**AOL**—Alternate Operating Location

**APU**—Auxiliary Power Unit

**ARCT**—Air Refueling Control Time

**ARS**—Air Refueling Squadron

**ASI**—Altec Services, Inc

**BDOC**—Base Defense Operations Center

**BDU**—Battle Dress Uniform

**CAC**—Common Access Card

**CAT**—Crisis Action Team

**CCC**—Combat Crew Communications

**CCP**—Command and Control Procedures

**CCRR**—Combat Crew Rest and Recuperation

**CE**—Civil Engineering

**CMF**—Combat Mission Folder

**CP**—Command Post

**CQ**—Charge of Quarters

**CR**—Communication and Refueling

**DNIF**—Duties Not Including Flying

**DO**—Director of Operations

**DoD**—Department of Defense

**DRC**—Distance Recognition Codes

**EAL**—Entry Access List  
**EAM**—Emergency Action Message  
**ECP**—Entry Control Point  
**EOC**—Emergency Operations Center  
**ETIC**—Estimated Time in Commission  
**EWO**—Emergency War Order  
**FLIP**—Flight Information Publications  
**FOD**—Foreign Object Damage  
**FY**—Fiscal Year  
**GCC**—Group Control Center  
**GOX**—Gaseous Oxygen  
**INU**—Inertial Navigation Unit  
**ISOPREP**—Isolated Personnel Report  
**ISP**—Installation Security Plan  
**LIMFAC**—Limiting Factor  
**LMR**—Land Mobile Radio  
**MARB**—March Air Reserve Base  
**MOC**—Maintenance Operations Center  
**NOTAM**—Notice To Airmen  
**OPSEC**—Operational Security  
**PL**—Priority Level  
**PLZT**—Polarized Lead Zirconium Titanate  
**POC**—Point of Contact  
**POL**—Petroleum, Oils and Lubricants  
**POV**—Privately Owned Vehicle  
**PS&D**—Plans, Scheduling and Documentation  
**QRB**—Quick Reaction Booklet  
**QSAS**—Quick Start APU System  
**RAPCON**—Radar Approach Control  
**SCACS**—Strategic Command and Control System  
**SOC**—Squadron Operations Center  
**SOF**—Supervisor of Flying

**TA**—Transient Alert  
**TAAN**—Tactical Aircrew Alerting Network  
**TACAMO**—Take Charge and Move Out  
**TSART**—Tanker Strategic Aircraft Regeneration Team  
**TWG**—Threat Working Group  
**UCC**—Unit Control Center  
**UCMJ**—Uniform Code of Military Justice  
**UDM**—Unit Deployment Monitor  
**UHF**—Ultra High Frequency  
**USSTRATCOM**—United States Strategic Command  
**UTA**—Unit Training Assembly  
**VCSL**—Voice Call Sign Listing  
**VHF**—Very High Frequency

### *Terms*

**Alert Aircraft Parking Area (AAPA)**—That area of aircraft parking designated by Security Forces as per the Installation Security Plan (ISP) for protection of aircraft designated as National Security Resources.

**Alert Facility**—Gilley Street houses and Building 2418 are used for lodging aircrews on modified alert. Overflow alert lodging will be assigned and designated as required. Currently there is no dedicated Alert Facility at March ARB. Crews recalled to Hard Alert will be billeted in building 456.

**Alert Facility Manager**—Person/s designated by the Operations Group Commander who has/have been trained by the Alert Force manager and are knowledgeable in crew control procedures, basic command and control functions and Alert Force operations that enable them to manage the Alert Facility and crews who have been placed on Hard Alert. The March Inn staff is in direct charge of the facility and is responsible for all maintenance and facility operations dealing with the Alert Force.

**Cocked Aircraft**—A combat configured aircraft that has been pre-flighted and declared cocked by the aircraft commander.

**Generated Aircraft**—A fully pre-flighted aircraft ready for conventional, modified or OPLAN 8010 alert.

**Launch Able Aircraft**—A previously cocked aircraft capable of meeting alert launch timing, but which is in an intermediate condition between cocked and uncocked while undergoing maintenance or refueling. Do not report an aircraft as uncocked when it is launch able.

**Senior Aircraft Commander**—The senior ranking aircraft commander on alert scheduled for a complete tour of duty. This individual acts as the Officer in Charge of the Alert Force. A Senior

Aircraft Commander will be designated at the beginning of each alert tour following generation of the entire Alert Force.

**Non—Optimum Launch**—Simulated or actual launch utilizing runway 14.

**Optimum Launch**—Simulated or actual launch utilizing runway 32.

**Take Charge and Move Out (TACAMO) Alert**—A continuous mission tasking requiring crews to remain in close proximity to dedicated aircraft to meet high priority response timing criteria. Crewmembers assigned TACAMO Alert status will remain in direct contact with Command and Control authorities and ensure their personal ability to meet MAJCOM mission requirements. An individual scheduled for TACAMO Alert may perform routine duties, ground training and/or mission preparation during their regularly scheduled work period. Alert duty does not constitute official crew rest, but is designed to provide sufficient rest to meet mission requirements. Applicable flight duty periods begin upon mission execution and restrictions will be determined by MAJCOM at that time.

**Uncocked Aircraft**—A previously cocked aircraft that is subsequently relieved from sortie responsibility by a scheduled replacement or declared unable to launch because of maintenance or operational reasons.

**Attachment 2**

**INITIAL GENERATION ACTIONS TASK LISTING**

(Order of accomplishment TBD by the responsible parties)

Note: This listing provides a quick reference for the summary of actions in Chapter 2.

Crisis Action Team:

Execute CAT checklists

Activate UCCs (as required)

Activate EOC (as required)

Initiate implementation of Installation Barrier Plan

Command Post:

Disseminate messages and codes in accordance with QRBs

336 ARS:

Activate UCC/SOC

Identify and assemble crews

Receive vehicles

Receive mobility bags

Coordinate for weapons delivery to Aircrew Flight Equipment (AFE), as required

Prepare crew flight orders

Deliver trained and equipped crews

Operations Plans:

Contact recalled Plans members

Provide CAT Director

Verify current "DRC" and "Duress Words" (NLT 1 Hr)

Inform Combat Crew Comm of required number of kits

Inform Intel, Weather and 336 ARS of AOA brief times

Prepare LMRs and TAAN radios for generating crews

Coordinate with Transportation for additional support vehicles

Update EALs as required

Secure “hats” from Base Ops as required

Communications:

Initiate a recall

Inventory Land Mobile Radios

Issue LMRs as needed

Augment help desk personnel

Frequency manager prepares to assist with TSART actions

Security Forces:

Conduct a purge of the Alert Facility (building 456)

Secure the Alert Facility and parking area in accordance with directives.

Upgrade the Alert Aircraft Parking Area to PL2

Establish an ECP to the AAPA

Dispatch guards to prescribed posts

Verify “DRC” and “Duress Words” with 452 OSS/OSTX and Alert CQs

Maintenance:

MOC meets with a production superintendent, Plans, Scheduling and Documentation (PS&D) and AFE to brief Reference Hour, tasking and the Generation Flow Plan

Production superintendent briefs flight line personnel and initiates Generation Flow Plan

Production superintendent assists SFS with MX personnel authentication within PL2 area



Submit EAL additions/deletions to 452 OSS/OSTX

Accomplish a "FOD walk" for the aircraft generation area

Intelligence:

Prepare an AOA brief

Support/convene the Threat Working Group (TWG)

Assist with 8010 mission planning

Brief CAT as required on current intelligence and situation updates

Combat Crew Communications:

Assemble comm kits (check any existing kits)

Assemble worldwide FLIP kits for crew issue

Provide alert management personnel with tactical call signs for daily briefings

Transportation:

Recall up to 10 6-passenger vehicles or suitable substitutes for immediate use by the alert force

Turn over the required number of vehicles to the 336 ARS

Fill vehicle shortfalls

Provide skilled personnel for driving support, mobile maintenance and wrecker service

Lodging:

Upgrade the Alert Facility for alert controller/crew use

Contact Alert Facility Manager to verify number of personnel requiring rooms

Provide crew rest signs

Contact Base Contracting to prepare for any additional funding/services

Hap Arnold Club:

Prepare meals for feeding the Alert Force on a daily basis

Implement procedures for meal delivery and reimbursement (with assistance from the Alert Facility Manager)

Reserve sufficient tables (with individual signage) at dining facility to provide simultaneous seating for the total number of generating crews

Place reserved parking signs in parking spaces closest to the entrance to the dining facility

Alert Facility Manager (CQ):

Contact recalled augmentees

Brief augmentees on situation and schedule

Contact Lodging for release of rooms

Arrange for a security sweep of the Alert Facility

Configure the CQ area, to include phones and signage (stored in basement of Bldg 470)

Obtain the crew listing from the 336 ARS

Assign rooms

Monitor radios (LMR and TAAN) for message traffic

Civil Engineering (CE):

Position portable latrine in AARP parking area near parking rows T and U

Aircrew Flight Equipment (AFE):

Deliver PLZT goggles, water rations and contingency gear to aircraft as directed by the Flow Plan

Prepare Pro Gear (to include "D" bags) and weapons for crew issue