

## SDI 8S000

# MISSILE ALERT FACILITY MANAGER



## CAREER FIELD EDUCATION AND TRAINING PLAN

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**CAREER FIELD EDUCATION TRAINING PLAN  
MISSILE ALERT FACILITY MANAGER  
SDI 8S000**

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**MISSILE ALERT FACILITY  
MANAGER  
SDI 8S000  
CAREER FIELD EDUCATION TRAINING PLAN**

**Part I**

*Preface*

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources and minimum core task requirements for this SDI. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of special duty training.
2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage and control training within the SDI.
  - 2.1. Part I provides information necessary for overall management of training in the SDI. Section A explains how everyone will use the plan; Section B identifies SDI progression information, duties and responsibilities, training strategies and SDI path; Section C illustrates SDI training requirements; Section D indicates resource constraints such as funding, manpower, equipment and facilities.
  - 2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, and technical references to support training. Sections B, C and D are not used.
3. Using guidance provided in the CFETP will ensure individuals in this SDI receive effective and efficient training. At unit level, supervisors and trainers will use Part II to identify, plan and conduct training commensurate with the overall goals of this plan.

## **Abbreviations/Terms Explained**

**Air Force Career Field Manager (AFCFM)** - Individual on the Air Staff charged with the responsibility for overseeing all training and career field management aspects of an Air Force specialty or group of specialties.

**Air Force Specialty Code (AFSC)** - A combination of numbers and alpha characters used to identify an Air Force specialty. Enlisted AFSCs consists of five characters.

**Career Field Education Training Plan (CFETP)** - A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of training for a career field or SDI. It outlines a logical growth plan that includes training resources and is designed to make career field or SDI training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

**Core Task** - Tasks the AFCFM identifies as a minimum qualification requirement within an AFSC, regardless of duty position.

**Missile Alert Facility Manager OJT Instructor** - Instructor who provides qualification, recurring and remedial training of management tasks.

**Intercontinental Ballistic Missile (ICBM)** - Minuteman III missile weapon system.

**Indoctrination Training** - Initial training required for performing Missile Alert Facility Manager duties; normally completed on base.

**Missile Alert Facility (MAF)** - Provides lodging, protection, and a controlled environment for launch control operation personnel and equipment.

**Noncommissioned Officer in Charge MAF (NCOIC)** - MAFM responsible for the effective management, supervision and training of assigned MAF managers.

**Missile Alert Facility Manager** - SDI personnel who manage the MAF. Directly responsible to the MAF Senior MAFM and flight commander for the effective performance of the MAF management tasks.

**Missile Squadron** - Unit MAFMs are assigned to.

**Operations Group (OG)** - Group missile squadrons are assigned to.

**On-The-Job Training (OJT)** - Hands-on, over-the-shoulder training conducted to certify personnel in job qualification (duty position certification) training.

**Operations Support Squadron (OSS)** - The unit the missile alert facility manager training instructor is assigned to.

**Resource Constraints** - Resource deficiencies, such as money, facilities, time, manpower and equipment that preclude training from being delivered.

**Qualification Training** - Task training provided through OJT at the MAF.

**Special Duty Assignment Pay (SDAP)** – Incentive to induce enlisted members to qualify for and serve in designated duties involving the performance of extremely difficult duties or duties demanding an unusual degree of responsibility.

**Special Duty Identifier (SDI)** - A four or five-digit code and title used to identify manpower positions and persons performing duties not clearly within a specific career field.

**Specialty Training Standard (STS)** - An Air Force publication that describes an Air Force specialty/SDI in terms of task and knowledge which an individual in that specialty may be expected to perform or to know how on the job, and identifies the training provided to achieve a 3-, 5-, and 7-skill level with an enlisted AFSC. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools and correspondence courses.

**Operations Group MAFM Superintendent** - Responsible to the group commander for ensuring quality MAF management, training and evaluation programs.

**Squadron SEL** - Person assigned as single point of contact within each missile squadron concerning MAF management issues.

**Standard** - An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, evaluating results. A fixed quantity or quality.

**Training/Technical Reference (TR)** - Any documentation used to support training.

**Trainer** - A trained, certified person who teaches personnel to perform certain tasks through OJT methods or equipment that the trainer uses to teach personnel specified tasks.

## **PART I**

### **Section A – GENERAL INFORMATION**

#### **1. Purpose.**

**1.1.** This CFETP provides information that SDI functional managers, training managers, commanders, supervisors and trainers use to plan, develop, manage and conduct an effective and efficient SDI training program. The plan standardizes training for all missile alert facility managers. This CFETP accurately reflects what is necessary for Missile Alert Facility Manager (MAFM) qualification training to prepare for missile alert facility duties. This plan does not address ancillary training. The CFETP has several purposes:

**1.1.1.** Serves as a management tool to plan, develop, manage and conduct a SDI training program. Establishes baseline training requirements for initial qualification for SDI 8S000 duties.

**1.1.2.** Identifies task and knowledge training requirements for performing MAFM and support duties.

**1.1.3.** Identifies progression opportunities within the MAFM SDI and describes the duty requirements for each major position within the SDI.

**1.1.4.** Identifies the requirements for attending professional development.

**1.1.5.** Identifies major resource constraints that impact implementation of the desired SDI program.

#### **2. Uses.**

**2.1.** This plan is used by managers in all MAFM programs to ensure comprehensive, standardized training programs which develop qualified MAFMs able to meet the unique requirements of each MAFM and support position.

**2.2.** Operations Group MAFM SEL MAF Management, OSS MAFM Instructors, and Squadron SELs will ensure their training programs compliment the mandatory MAFM qualification training requirements.

**2.3.** OSS MAFM Instructors will use the CFETP to program training requirements for personnel engaged in MAFM OJT training and evaluating MAFM's.

**2.4.** Individual must ensure he/she completes mandatory training requirements specified in this plan. Part II identifies mandatory training requirements and identifies sources for the required training.

#### **3. Coordination and Approval.**

**3.1.** 20 AF/A3NB must conduct an annual review of the CFETP and report inadequacies to the AFCFM not later than 45 days prior to the anniversary date of the CFETP (as printed in the upper right corner of the CFETP). Negative replies are required. 20 AF/A3NB will consolidate inputs for submission to the AFCFM.

**3.2.** AFCFM will serve as the OPR for the CFETP. 20 AF/A3NB will host U&TW as directed by the AFCFM, to determine 8S000 training requirements and revise and/or develop an effective CFETP. 20 AF/A3NB will maintain the CFETP, suggest necessary revisions and submit new or revised CFETP versions to the AFCFM for action.

**3.3.** The AFCFM, by letter, has delegated the authority to review and coordinate the CFETP to 20 AF/A3NB. The AFCFM will request 20 AF/A3NB conduct a U&TW when it appears major revision or replacement of the CFETP is necessary to meet mission requirements. Upon approval by the AFCFM, 20 AF/A3NB will publish, issue, announce and index the CFETP in accordance with DAFI 36-2670, *Total Force Development*.

## ***Section B – Missile Alert Facility Manager Opportunities and Information***

### **4. Specialty Descriptions.**

**4.1.** The purpose of this section is to identify opportunities and duty positions within the MAFM SDI 8S000. By evaluation of what is available and the specific demands of each position, NCOs can decide: (1) if they want to apply for MAFM duty and/or (2) where they would like to be assigned.

**4.2.** Unlike “typical” career fields such as security forces, maintenance or supply, a career progression ladder does not exist for the MAFM SDI 8S000. Since individual’s perceptions and values control how we see a particular move within facility management, rather than a systematic evolution of training and experience, it is impossible to identify a standardized or typical career path an 8S000 might follow as they progress within the SDI. “Opportunities” are functionally organized in three basic areas: management, MAFM’s, and support.

**4.3.** MAFM positions (management, MAFM’s, and support) are controlled duty tours. Tour length is standardized at 3 years. Special duty tour extensions are requested and approved on a case-by-case basis by Air Force Personnel Center (AFPC), 2W/2M Functional Assignment Manager (AFPC/DPAA4).

**4.4. MAFM Duty Titles and Job Descriptions.** The duty titles Manager MAF Operations, and OG MAFM SEL, MAF Management are reserved for specific positions and are not authorized for general use as optional duty titles. The following duty titles and their accompanying job descriptions are intended to describe positions available throughout the 8S000 SDI for those performing like duties. The duty description, not the title, may be modified to meet the unique local conditions and/or additional duties. These examples are provided merely as illustrations and are not intended to limit a commander’s/SEL’s authority to clearly identify duty requirements within an operational group.

#### **4.4.1. Management**

**4.4.1.1.** 20 AF Functional Area Manager, Alert Facilities, and Resources

**4.4.1.2.** SEL, MAF Management

#### **4.4.2. Support**

**4.4.2.1.** NCOIC, MAFM Training

**4.4.2.2.** NCOIC, MAFM Standardization and Evaluations

**4.4.2.3.** NCOIC, Supply Management



### **4.4.3. Missile Squadron Missile Alert Facility Managers**

4.4.3.1. Senior Enlisted Leader

4.4.3.2. NCOIC, MAFM Operations

4.4.3.3. Senior MAFM

4.4.3.4. Missile Alert Facility Manager

4.4.3.5. Missile Alert Facility Manager Instructor

**5. Community College of the Air Force.** A degree program does not exist for the 8S000 SDI, however, individuals are highly encouraged to complete their secondary AFSC degree if not previously awarded.

### ***Section C – 8S000 Training Requirements***

#### **6. Missile Alert Facility Manager Training Requirements.**

**6.1.** Although the 8S000 SDI is awarded upon entry into MAFM special duty, certain training requirements must be met by all 8S000 personnel to be considered fully qualified. To ensure individuals are properly prepared for MAF management duty they are required to complete a two-phase training program. The first phase is indoctrination training and the second phase is task qualification training. The first phase is normally provided by the MAFM's assigned squadron (i.e. MAF safety, CPR) or an outside agency (i.e. fuels management, weather) and includes ancillary training. The second phase provides OJT on MAF management tasks listed in the STS. Indoctrination and task qualification training are two separate, yet simultaneous requirements each MAFM must successfully complete. Indoctrination training will normally be completed before task qualification training is started. MAFM may not perform unsupervised MAF management duties until they have completed both phases of training. However, tasks listed under section 8.4, *MAF Helicopter Refueling Operations*, are NOT required to be completed prior to performing unsupervised MAF management duties.

**6.2.** A detailed list of indoctrination and qualification training requirements can be found in AFGSCI13-5205, *Missile Facility Management*.

#### **6.3 Selection Criteria**

**6.3.1.** This section establishes broad policy guidelines for those involved in recruiting and selecting individuals for MAFM duty. Its purpose is to ensure that only the highest quality candidates, who meet mission essential criteria, are selected for MAFM duty. It identifies mandatory requirements for 8S000 duties and desirable qualifications, which should be considered when screening MAFM applicants.

**6.3.2.** The mandatory hiring practices apply to all 8S000 managers engaged in recruiting, screening, and selecting personnel for MAFM duties. The qualifications specified apply to all potential 8S000s, not just those slated for full-time MAFM positions.

**6.3.3.** The selection criteria ***may not*** be waived locally. Any requests for waivers/deviations from this policy must be submitted by the unit commander to the AFCFM or AFPC/DPAA4 IAW AFMAN 36-2100, *Military Utilization and Classification*.

**6.3.4.** Individuals selected for MAFM duties **must** meet the following qualifications for entry, award and retention of the SDI.

**6.3.4.1.** Must be in the grade of SSgt through MSgt.

**6.3.4.2.** Must have a skill level commensurate with grade in current AFSC.

**6.3.4.3.** Must not possess a record of emotional instability, disciplinary action, or financial irresponsibility.

**6.3.4.4.** Must meet requirements for 8S000 SDI entry per Air Force Enlisted Classification Directory.

**6.3.4.4.1.** Aptitude - Mechanical 40

**6.3.4.4.2.** Strength Aptitude Test – 50 lbs.

**6.3.4.4.3.** Physical Profile

**6.3.4.5.** Must meet PCS eligibility requirements.

**6.3.4.6.** Must meet current fitness standards.

**6.3.4.7.** Copies of last five performance reports.

**6.3.4.8.** Ability to obtain 48 months retainability as of the reporting month.

**6.3.4.9.** Must be a United States citizen and possess a current Secret security clearance.

**6.4. Core Task Requirements.** SDI 8S000 currently does not have any core or critical tasks.

### ***Section D – Resource Constraints***

**7. Purpose.** This section identifies known resource constraints, which preclude optimal desired training from being developed or conducted, including information such as funding, manpower, equipment and facilities. A narrative explanation of resource constraints and an impact statement describing what effect each constraint has on training is included. Resource constraints will be reviewed and updated annually.

**7.1. General Information:** MAFM duty is a selectively-manned special duty requiring 3-year controlled tours and mandatory training requirements to gain proficiency to be fully qualified. All training requirements are outlined in this CFETP.

## **7.2. Constraints:**

**7.2.1.** One limiting factor affecting 8S000 qualification training is manpower availability. Even though entry into the 8S000 SDI is similar to retraining, currently there is no formal “pipeline” manning process which allows newly hired MAFM’s to complete training prior to the date they are required to begin MAFM duties.

**7.2.2.** AFPC/DPAA4 must ensure this constraint is a priority with the SDI AFCFM to establish a “facility manager pipeline” allowing unit manning levels to accommodate MAFM training. This pipeline must also assign MAFMs to gaining units far enough in advance of the date they are required to allow for near completion of training. At a minimum, new MAFMs should not be counted against unit manning levels and should be assigned to the gaining unit a minimum of four weeks prior to their required date of availability. This would allow for completion of indoctrination and minimal qualification training. 20AF/MAFM SEL in coordination with AFPC/DPAA4 will ensure unit needs are met. 20AF/MAFM SEL must prepare for personnel losses well in advance by reviewing manning documents and projecting losses.

## Part II

### *Section A – Specialty Training Standard*

**1. Implementation.** This STS is for use by personnel who possess SDI 8S000 and is mandatory for those performing MAFM duties.

**2. Purpose.** As prescribed in DAFI 36-2670, this STS:

**2.1.** Provides documented certification for OJT.

**2.1.1.** Column 1 (Task and Technical Reference) lists the most common tasks and technical references (TR) necessary for individuals to perform duties in the 8S000 SDI. Identify current duty position requirements by circling letters and numbers where applicable. To identify additional 8S000 requirements, create an entry or entries on an AF Form 797, *Job Qualification Standard Continuation/Command JQS*.

**2.1.2.** Column 2 (Core Tasks) identifies specific core tasks. SDI 8S000 currently does not have any core tasks. Column 8 (Certifying Official Initials) is also not used, as only core tasks require certification.

**2.1.3.** Column 3 is used to record the date tasks are begun. Column 4 is used to record the date task training is completed. Columns 5 and 6 are where the trainee and trainer initial once task is completed.

**2.2.** Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, *Individual Training Record Folder*, and used according to DAFI 36-2670. When used as a JQS, the following requirements apply:

**2.2.1. Documentation.** Document completion of training and qualification. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Start Date, Completion Date, Trainee Initials, and Trainer Initials.

**2.2.1.1. Converting from Old Document to New CFETP.** Use the new CFETP to identify and qualify all past and current qualifications. For those tasks previously qualified and required in the current duty position, circle the task and enter current date as completion date and enter trainee's and trainer's initials. For previous qualification on tasks not required in the current duty position, carry forward **only** the previous completion dates. If and when the task(s) become a duty position requirement, re-qualify with circles, current date and trainee's and trainer's initials. Annotate the AF Form 623A, *On-the-Job Training Record-Continuation Sheet* (for example, "I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superseded CFETP." Signed, dated, supervisor and trainee).

**2.2.1.2. Decertification and Recertification.** When an individual is found to be unqualified on a task previously qualified for his or her assigned position, the supervisor/trainer removes the previous trainer's initials. Appropriate remarks are entered on the AF Form 623A.

Continuation Sheet, as to the reason for decertification. The individual is re-qualified (if required) by removing the remaining old entries and starting new.

**2.2.2. Training Standard.** Tasks are trained and qualified to the “GO/NO GO” level. “GO” means the individual can perform the task without assistance and meet local demands for accuracy, timeliness and correct use of procedures.

**Section B** – This area is reserved

**Section C** – This area is reserved

**Section D** – This area is reserved

**Section E** – This area is reserved

BY ORDER OF THE SECRETARY OF THE AIR FORCE

TOM D. MILLER, Lt Gen, USAF  
DCS/Logistics, Engineering and Force Protection

# Trainee/Trainer/Certifier Identification Table

| <i>THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY</i>                    |                           |             |
|--|---------------------------|-------------|
| <b>NAME OF TRAINEE</b>   |                           |             |
| <b>PRINTED NAME (LAST, FIRST, MIDDLE INITIAL)</b>                        | <b>INITIALS (WRITTEN)</b> | <b>SSAN</b> |
| <b>PRINTED NAME OF TRAINING/CERTIFYING OFFICIAL AND WRITTEN INITIALS</b> |                           |             |
| N/I  | N/I                       |             |
| N/I  | N/I                       |             |
| N/I  | N/I                       |             |
| N/I  | N/I                       |             |
| N/I  | N/I                       |             |
| N/I  | N/I                       |             |
| N/I  | N/I                       |             |
| N/I  | N/I                       |             |
| N/I  | N/I                       |             |
| N/I  | N/I                       |             |
| N/I  | N/I                       |             |
| N/I  | N/I                       |             |
| N/I  | N/I                       |             |

| ITEM # | TASK / KNOWLEDGE ITEM  | CORE TASK | START DATE | COMP DATE | TRAINEE INITIALS | TRAINER INITIALS | CERTIFYING OFFICIAL INITIALS |
|--------|--|-----------|------------|-----------|------------------|------------------|------------------------------|
| 1.     | <b>AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM</b>   |           |            |           |                  |                  |                              |
|        | <b>TR: DAFMAN 91-X; CEM 21-SM80-19 VOL XX; Local Directives; Applicable Manufacture's Operational Instructions</b> |           |            |           |                  |                  |                              |
| 1.1.   | <b>Use safety practices when working</b><br><b>TR: TOs and CEMs applicable to the system</b>                       |           |            |           |                  |                  |                              |
| 1.2.   | Report hazards   |           |            |           |                  |                  |                              |
| 1.3.   | Safety Equipment<br><b>TR: DAFMAN 91-203; TO 00-25-245</b>   |           |            |           |                  |                  |                              |
| 1.3.1. | Identify safety equipment location and operational procedures  |           |            |           |                  |                  |                              |
| 1.3.2. | Inspect safety equipment for serviceability  |           |            |           |                  |                  |                              |
| 1.4.   | Conduct MAFSB safety inspections   |           |            |           |                  |                  |                              |
| 1.5.   | Comply with hazardous material safety requirements<br><b>TR: AFI 90-821</b>  |           |            |           |                  |                  |                              |
| 2.     | <b>PUBLICATIONS</b>  |           |            |           |                  |                  |                              |
| 2.1.   | Standard Publications<br><b>TR: AFIs 33-X, 37-X; AFGSCI13-5205; Local Directives</b>                               |           |            |           |                  |                  |                              |
| 2.1.1. | Use standard publications  |           |            |           |                  |                  |                              |
| 2.1.2. | Post publication revisions, changes, and supplements   |           |            |           |                  |                  |                              |
| 2.2.   | Technical Orders (TOs)<br><b>TR: TO 00-5-1</b>   |           |            |           |                  |                  |                              |
| 2.2.1. | Use TOs  |           |            |           |                  |                  |                              |
| 2.2.2. | Initiate TO improvement report   |           |            |           |                  |                  |                              |
| 2.2.3. | Post TO revisions, changes, supplements and TOFCN/VB pages   |           |            |           |                  |                  |                              |
| 2.2.4. | Perform A-Page, routine, annual and other required checks  |           |            |           |                  |                  |                              |
| 2.3.   | <b>Civil Engineering Manuals (CEMs)</b><br><b>TR: AFGSCIs 32-1005</b>  |           |            |           |                  |                  |                              |
| 2.3.1. | Use CEMs   |           |            |           |                  |                  |                              |
| 2.3.2. | Initiate CEM improvement report  |           |            |           |                  |                  |                              |
| 2.3.3. | Post CEM revisions, changes, and CEMICs  |           |            |           |                  |                  |                              |
| 2.3.4. | Perform A-Page, routine, annual, and other required checks   |           |            |           |                  |                  |                              |
| 3.     | <b>FACILITY MAINTENANCE WORK ORDER MANAGEMENT</b><br><b>TR: Local Directives</b>                                   |           |            |           |                  |                  |                              |
| 3.1.   | Identify and report conditions requiring maintenance   |           |            |           |                  |                  |                              |

| ITEM # | TASK / KNOWLEDGE ITEM   | CORE TASK | START DATE | COMP DATE | TRAINER INITIALS | TRAINER INITIALS | CERTIFYING OFFICIAL INITIALS |
|--------|---|-----------|------------|-----------|------------------|------------------|------------------------------|
| 3.2.   | Review Integrated Maintenance Data System (IMDS) and Interim Work Information Management System (IWIMS)     |           |            |           |                  |                  |                              |
| 4.     | <b><i>SUPERVISION</i></b><br><b>TR: AFI 36-2201; AFGSCI13-5205; Local Directives</b>                        |           |            |           |                  |                  |                              |
| 4.1.   | Orient new personnel  |           |            |           |                  |                  |                              |
| 4.2.   | Conduct pre-dispatch briefings  |           |            |           |                  |                  |                              |
| 4.3.   | Coordinate MAF activities   |           |            |           |                  |                  |                              |
| 4.4.   | Plan work assignments   |           |            |           |                  |                  |                              |
| 4.5.   | Schedule work assignments   |           |            |           |                  |                  |                              |
| 4.6.   | Counsel personnel<br><b>TR: DAFI 36-2907</b>  |           |            |           |                  |                  |                              |
| 4.7.   | Evaluate work performance of subordinates<br><b>TR: DAFI 36-2406</b>  |           |            |           |                  |                  |                              |
| 4.8.   | Initiate action to correct substandard performance of subordinates<br><b>TR: DAFI 36-2907</b>               |           |            |           |                  |                  |                              |
| 5.     | <b><i>TRAINING</i></b><br><b>TR: DAFI 36-2670</b>   |           |            |           |                  |                  |                              |
| 5.1.   | Plan and supervise training programs  |           |            |           |                  |                  |                              |
| 5.2.   | Conduct qualification training<br><b>TR: AF Trainer Course</b>  |           |            |           |                  |                  |                              |
| 5.3.   | Prepare lesson plans  |           |            |           |                  |                  |                              |
| 5.4.   | Maintain training records   |           |            |           |                  |                  |                              |
| 6.     | <b><i>STANDARDIZATION AND EVALUATION</i></b><br><b>TR: AFGSCI13-5205</b>                                    |           |            |           |                  |                  |                              |
| 6.1.   | Technical data<br><b>TR: AFGSCIs 32-1005; TO 00-5-1</b>   |           |            |           |                  |                  |                              |
| 6.1.1. | Process and control technical orders and CEMs   |           |            |           |                  |                  |                              |
| 6.1.2. | Maintain initial distribution requirements  |           |            |           |                  |                  |                              |
| 6.1.3. | Review/process AFTO Form 22 and AFGSC Form 272  |           |            |           |                  |                  |                              |
| 6.1.4. | Review all new and revised technical data and standard publications for completeness and technical accuracy |           |            |           |                  |                  |                              |
| 6.2.   | Management inspections  |           |            |           |                  |                  |                              |
| 6.2.1. | Conduct activity inspections  |           |            |           |                  |                  |                              |
| 6.2.2. | Conduct special inspections   |           |            |           |                  |                  |                              |
| 6.3.   | Proficiency assessments   |           |            |           |                  |                  |                              |
| 6.3.1. | Conduct personnel proficiency assessments   |           |            |           |                  |                  |                              |



| ITEM #    | TASK / KNOWLEDGE ITEM   | CORE TASK | START DATE | COMP DATE | TRAINEE INITIALS | TRAINER INITIALS | CERTIFYING OFFICIAL INITIALS |
|-----------|---|-----------|------------|-----------|------------------|------------------|------------------------------|
| 6.3.2.    | Conduct trainer proficiency assessments   |           |            |           |                  |                  |                              |
| 6.4.      | Inspection Reports  |           |            |           |                  |                  |                              |
| 6.4.1.    | Document inspections  |           |            |           |                  |                  |                              |
| 6.4.2.    | Prepare inspection reports  |           |            |           |                  |                  |                              |
| 6.5.      | Conduct assessment program orientation course   |           |            |           |                  |                  |                              |
| <b>7.</b> | <b><i>TOOLS AND HARDWARE</i></b><br><b>TR: TO 00-25-234</b>   |           |            |           |                  |                  |                              |
| 7.1.      | Use and maintain hand tools<br><b>TR: TOs 32-1-101, 32B14-3-1-101</b>   |           |            |           |                  |                  |                              |
| 7.2.      | Use and maintain power tools and vacuum cleaners below grade<br><b>TR: TO 21M-LGM30F-12</b>                               |           |            |           |                  |                  |                              |
| <b>8.</b> | <b><i>MISSILE ALERT FACILITY MANAGEMENT</i></b><br><b>TR: AFGSCI13-5205; CEM 21-SM80-19 Vol XX; Local Directives</b>      |           |            |           |                  |                  |                              |
| 8.1.      | General Procedures  |           |            |           |                  |                  |                              |
| 8.1.1.    | Enforce personnel compliance with MAF directives  |           |            |           |                  |                  |                              |
| 8.1.2.    | Perform changeover procedures   |           |            |           |                  |                  |                              |
| 8.1.3.    | Conduct basic weather observations  |           |            |           |                  |                  |                              |
| 8.1.4.    | Conduct visitor safety briefings  |           |            |           |                  |                  |                              |
| 8.1.5.    | Conduct periodic equipment/lighting checks  |           |            |           |                  |                  |                              |
| 8.1.6.    | Maintain/control medical supplies<br><b>TR: AFIs 23-201, 23-204; CEMs 21-SM80X-2-26-X, 35R-1-X81-X</b>                    |           |            |           |                  |                  |                              |
| 8.1.7.    | Maintain inventory and control of MAF supplies and equipment<br><b>TR: AFI 23-101, AFMAN 23-122 &amp; AFH 23-123 V1-3</b> |           |            |           |                  |                  |                              |
| 8.1.8.    | Support helicopter operations   |           |            |           |                  |                  |                              |
| 8.1.9.    | Perform MAF entry/escort duties<br><b>TR: AFMAN 31-108</b>  |           |            |           |                  |                  |                              |
| 8.1.10.   | Support equipment   |           |            |           |                  |                  |                              |
| 8.1.10.1. | Operate snow control vehicles/equipment<br><b>TR: AFI 32-1001</b>   |           |            |           |                  |                  |                              |
| 8.1.10.2. | Operate/maintain lawn care equipment<br><b>TR: Applicable Manufacture's Operational Instructions</b>                      |           |            |           |                  |                  |                              |
| 8.2.      | Emergency Procedures  |           |            |           |                  |                  |                              |
| 8.2.1.    | Perform MAFSB/below ground emergency response   |           |            |           |                  |                  |                              |
| 8.2.2.    | Perform MAFSB/LCEB electrical isolation   |           |            |           |                  |                  |                              |
| 8.2.3.    | Perform MAFSB/LCEB component isolation  |           |            |           |                  |                  |                              |

| ITEM #     | TASK / KNOWLEDGE ITEM   | CORE TASK | START DATE | COMP DATE | TRAINEE INITIALS | TRAINER INITIALS | CERTIFYING OFFICIAL INITIALS |
|------------|---|-----------|------------|-----------|------------------|------------------|------------------------------|
| 8.2.4.     | Perform MAFSB/LCEB DEU isolation/shutdown   |           |            |           |                  |                  |                              |
| 8.2.5.     | Perform emergency LCC blast door opening  |           |            |           |                  |                  |                              |
| 8.2.6.     | Perform MAF firefighting procedures   |           |            |           |                  |                  |                              |
| 8.2.7.     | Perform ECS emergency shutdown/re-start   |           |            |           |                  |                  |                              |
| 8.2.8.     | Perform MAF hazardous material spill initial response   |           |            |           |                  |                  |                              |
| 8.2.9.     | Perform severe weather actions  |           |            |           |                  |                  |                              |
| 8.2.10.    | Perform MAF Shelter Management operations<br><b>TR: AFI 10-2501; AFMAN 10-2503; TO 21M-LGM30F-112</b> |           |            |           |                  |                  |                              |
| 8.3.       | Facility Equipment  |           |            |           |                  |                  |                              |
| 8.3.1.     | Water systems<br><b>TR: CEMs 21-SM80X-2-24-X, 35R-1-X61-X</b>   |           |            |           |                  |                  |                              |
| 8.3.1.1.   | Inspect (document)  |           |            |           |                  |                  |                              |
| 8.3.1.2.   | Service   |           |            |           |                  |                  |                              |
| 8.3.1.3.   | Operate   |           |            |           |                  |                  |                              |
| 8.3.1.4.   | Recharge water tank compressed air cylinders  |           |            |           |                  |                  |                              |
| 8.3.2.     | Inspect dewatering systems<br><b>TR: CEMs 21-SM80X-2-24-X, 35R-1-X61-X</b>                            |           |            |           |                  |                  |                              |
| 8.3.3.     | Sewage Systems: Lagoon/Septic/Lift Station<br><b>TR: CEMs 21-SM80X-2-24-X, 35R-1-X61-X</b>            |           |            |           |                  |                  |                              |
| 8.3.3.1.   | Inspect   |           |            |           |                  |                  |                              |
| 8.3.3.2.   | Service   |           |            |           |                  |                  |                              |
| 8.3.4.     | Heating/Boiler/HVAC systems<br><b>TR: CEMs 21-SM80X-2-20-X, 35R-1-X41-X</b>                           |           |            |           |                  |                  |                              |
| 8.3.4.1.   | Inspect   |           |            |           |                  |                  |                              |
| 8.3.4.2.   | Service   |           |            |           |                  |                  |                              |
| 8.3.4.3.   | Inspect garage heating system   |           |            |           |                  |                  |                              |
| 8.3.4.4.   | Environmental control system (ECS) restart  |           |            |           |                  |                  |                              |
| 8.3.5.     | Fuel system<br><b>TR: AFIs 23-201, 23-204; CEMs 21-SM80X-2-26-X, 35R-1-X81-X</b>                      |           |            |           |                  |                  |                              |
| 8.3.5.1.   | Perform general fuels management duties   |           |            |           |                  |                  |                              |
| 8.3.5.2.   | Fuel monitor system   |           |            |           |                  |                  |                              |
| 8.3.5.2.1. | Monitor/Reset alarm   |           |            |           |                  |                  |                              |

| ITEM #     | TASK / KNOWLEDGE ITEM   | CORE TASK | START DATE | COMP DATE | TRAINER INITIALS | TRAINER INITIALS | CERTIFYING OFFICIAL INITIALS |
|------------|---|-----------|------------|-----------|------------------|------------------|------------------------------|
| 8.3.5.2.2. | Load paper roll   |           |            |           |                  |                  |                              |
| 8.3.5.3.   | Vehicle issue tanks   |           |            |           |                  |                  |                              |
| 8.3.5.3.1. | Verify fuel levels  |           |            |           |                  |                  |                              |
| 8.3.5.3.2. | Service   |           |            |           |                  |                  |                              |
| 8.3.5.4.   | Support tanks   |           |            |           |                  |                  |                              |
| 8.3.5.4.1. | Verify fuel levels  |           |            |           |                  |                  |                              |
| 8.3.5.4.2. | Service   |           |            |           |                  |                  |                              |
| 8.3.6.     | Electrical power systems<br><b>TR: CEMs 21-SM80X-2-21-X (Vol I &amp; II), 35R-1-X51-X</b> |           |            |           |                  |                  |                              |
| 8.3.6.1.   | LCEB/MAFSB DEU  |           |            |           |                  |                  |                              |
| 8.3.6.1.1. | Inspect   |           |            |           |                  |                  |                              |
| 8.3.6.1.2. | Operate   |           |            |           |                  |                  |                              |
| 8.3.6.2.   | Perform MAFSB power transfer  |           |            |           |                  |                  |                              |
| 8.3.6.3.   | Perform primary power restoration/checkout  |           |            |           |                  |                  |                              |
| 8.3.6.4.   | Perform standby power system EWO effectiveness checkout                                   |           |            |           |                  |                  |                              |
| 8.3.6.5.   | Perform standby power system extended operation   |           |            |           |                  |                  |                              |
| 8.3.7      | Manual diesel fuel transfer   |           |            |           |                  |                  |                              |
| 8.3.8.     | MAFSB/LCEB Fire Alarm Systems<br><b>TR: CEMs 21-SM80X-2-26-X, 35R-1-X81-X</b>             |           |            |           |                  |                  |                              |
| 8.3.8.1.   | Identify basic facts about the fire alarm systems   |           |            |           |                  |                  |                              |
| 8.3.8.2.   | Reset fire alarm control panel  |           |            |           |                  |                  |                              |
| 8.3.8.3.   | MAF Fire Suppression System<br><b>TR: Local directives</b>                                |           |            |           |                  |                  |                              |
| 8.3.8.3.1. | Inspect   |           |            |           |                  |                  |                              |
| 8.3.8.3.2. | Operate/Shutdown  |           |            |           |                  |                  |                              |
| 8.3.9.     | Operate Emergency Shutoff Valves (ESVs)<br><b>TR: CEMs 21-SM80X-2-24-X, 35R-1-X61-X</b>   |           |            |           |                  |                  |                              |
| 8.3.10     | Shock Isolator Air Compressor (SIAC)  |           |            |           |                  |                  |                              |
| 8.3.10.1.  | Inspect   |           |            |           |                  |                  |                              |
| 8.3.10.2.  | Service   |           |            |           |                  |                  |                              |

| ITEM #  | TASK / KNOWLEDGE ITEM   | CORE TASK | START DATE | COMP DATE | TRAINER INITIALS | TRAINER INITIALS | CERTIFYING OFFICIAL INITIALS |
|---------|---|-----------|------------|-----------|------------------|------------------|------------------------------|
| 8.3.11. | Operate Tunnel Junction/LCEB blast door   |           |            |           |                  |                  |                              |
| 8.3.12. | Inspect elevator hoist assembly   |           |            |           |                  |                  |                              |
| 8.3.13. | Manually operate hydraulic gate (Wing I and V Only)                                       |           |            |           |                  |                  |                              |
| 8.4     | MAF Helicopter Refueling Operations (See note below)<br><b>TR: TOs 00-25-172, 42B-1-1</b> |           |            |           |                  |                  |                              |
| 8.4.1   | Hazards of Petroleum Products   |           |            |           |                  |                  |                              |
| 8.4.2   | Petroleum Operations and Technical Assistance   |           |            |           |                  |                  |                              |
| 8.4.3   | Perform Continuity Check  |           |            |           |                  |                  |                              |
| 8.4.4   | Environmental Pollution Precautions   |           |            |           |                  |                  |                              |
| 8.4.5   | Use Safety Precautions  |           |            |           |                  |                  |                              |
| 8.4.6   | Use Electronic / Printed Publications   |           |            |           |                  |                  |                              |
| 8.4.7   | Use Electronic / Printed Forms  |           |            |           |                  |                  |                              |
| 8.4.8   | Components of Fueling Equipment   |           |            |           |                  |                  |                              |
| 8.4.9   | Inspect Fueling Equipment   |           |            |           |                  |                  |                              |
| 8.4.10  | Troubleshoot Malfunctions and Perform Operator Maintenance on Fuel                        |           |            |           |                  |                  |                              |
| 8.4.11  | Perform Aviation Fuel Servicing Operations  |           |            |           |                  |                  |                              |
| 8.4.12  | Document Forms  |           |            |           |                  |                  |                              |
| 8.4.13  | Receive Aviation Fuel from Bulk   |           |            |           |                  |                  |                              |
| 8.4.14  | Overfill Protection Systems Principles & Components                                       |           |            |           |                  |                  |                              |
| 8.4.15  | Draw and Analysis Fuel Samples  |           |            |           |                  |                  |                              |
| 8.4.16  | Operate Water Draw-off  |           |            |           |                  |                  |                              |
| 8.4.17  | Gauge Tanks   |           |            |           |                  |                  |                              |
| 8.4.18  | Fuel Quality  |           |            |           |                  |                  |                              |
| 8.4.19  | Contamination Analyzer Operation  |           |            |           |                  |                  |                              |

**Note:** Tasks listed under section 8.4 are not required to be completed in order to receive SDAP or prior to performing unsupervised MAF management duties.

## **PART II**

### ***Section B – Course Objective List***

**Note:** There are currently no course objective lists. This area is reserved.

### ***Section C – Support Material***

**Note:** There are currently no support material requirements. This area is reserved.

### ***Section D – Training Course Index***

**Note:** There are currently no training courses. This area is reserved.

### ***Section E – MAJCOM Unique Requirements***

**Note:** There are currently no MAJCOM unique requirements. This area is reserved.