

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE COMMAND**

**AIR FORCE GLOBAL STRIKE COMMAND
INSTRUCTION 13-5205**



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***Nuclear, Space, Missile, Command and
Control***

***MISSILE ALERT FACILITY
MANAGEMENT***

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This instruction implements AFPD 13-5, *Air Force Nuclear Mission*, and is consistent with AFI 13-520, *Aircraft and ICBM Nuclear Operations*. This instruction is consistent with the Air Force Occupational Safety and Health Standards. It applies to all military personnel assigned to Headquarters Air Force Global Strike Command performing Missile Alert Facility (MAF) duties and Intercontinental Ballistic Missile (ICBM) operations organizations containing MAF Facility Managers (MAFM). This instruction applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC). This instruction is not applicable to the United States Space Force. Organizations at any level may supplement this instruction using the process in accordance with Department of the Air Force Manual (DAFMAN) 90-161 *Publishing Processes and Procedures*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847s from the field through the appropriate functional chain of command. Ensure all records created processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule (RDS). The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, or T-3”) following the compliance statement. See DAFMAN 90-161 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command in accordance with [paragraph 2.9](#).

SUMMARY OF CHANGES

This instruction has undergone a significant re-write and requires a complete review. Job titles and duty descriptions have been updated, and the general organization and flow of this guidance has been updated. Obsolete references have been removed and the instruction has been brought in line with current operational needs.

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Chapter 1

DUTIES AND RESPONSIBILITIES

1.1. AFGSC Directorate of Operations (A3). Establishes a MAJCOM OPR (AFGSC/A3O, Current Operations) to develop policy and guidance for the MAF Management Program and provides assistance on problems that affect compliance when resolution is beyond the scope or resources of 20 AF.

1.2. 20 AF Functional Area Manager, Alert Facilities and Resources. 20 AF Functional Area Manager (FAM), Alert Facilities and Resources is assigned to 20 AF/A3NB and will:

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

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

1.2.3. Manage the recruitment and selection process of new MAFMs, ensuring sustainable manning levels are maintained in coordination with the 8S000 Career Field Manager (CFM) and Air Force Personnel Center (AFPC) Functional Manager.

1.2.4. Monitor and assess unit mission readiness and management effectiveness.

1.2.5. Standardize operations and procedures where possible.

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

1.2.7. Manage the Missile Alert Facility Manager Working Group's location and schedule. The purpose of this working group is to discuss issues and conduct program reviews, with the overall goal of improving MAF management. Recommended attendees are 20 AF/FAM, Alert Facilities and Resources and Superintendents, MAF Management or a representative if unavailable.

1.2.8. Serve as the OPR for the Career Field Education and Training Plan (CFETP) and will host the Specialty Training Requirements Team (STRT) as directed by the Air Force Career Field Manager (CFM). The purpose of the STRT is to determine 8S000 training requirements and revise and/or develop an effective CFETP. 20 AF/A3NB will also maintain the CFETP and submit new or revised CFETP versions to the CFM for action. Recommended attendees are 20 AF/FAM, Alert Facilities and Resources and Superintendents, MAF Management or a representative if unavailable.

1.2.9. Conduct a review of the CFETP with Superintendents, MAF Management once per a calendar year routing all inputs to 8S000 CFM for CFM's annual review.

1.3. Operations Group Commander (OG/CC). The OG/CC is responsible for the standardization and effectiveness of MAF management, training, and evaluation within the group.

1.4. Superintendent, MAF Management. The Superintendent, MAF Management is responsible to the OG/CC for the following management issues and will:

- 1.4.1. Implement and supplement all policies and requirements established by this instruction, or other applicable instructions as required. Additionally, the Superintendent will provide assistance on problems that affect compliance when resolution is beyond the scope or resources of subordinate units.
- 1.4.2. Develop a standardized MAF management program within the group to include task requirements in the appropriate approved career field training record.
- 1.4.3. Manage the MAFM assessment program implementing the requirements established by this guidance.
- 1.4.4. Manage the MAFM On-the-Job Training (OJT) program to ensure standardized training within the group. Coordinate any changes associated with the 20 AF STT with the Non-Commissioned Officer in Charge (NCOIC), MAFM Training and 20 AF/A3NB.
- 1.4.5. Manage the supply support function to provide common MAF consumable items (i.e., toilet paper, paper towels, and cleaning products) to all MAFs within the group.
- 1.4.6. Ensure availability of trained and qualified MAFMs and ensure equitable manning distribution between missile squadrons.
- 1.4.7. Monitor Assignment Availability Codes (AAC) to ensure effective manpower management.
- 1.4.8. Not establish duty titles or positions for assigned MAFM outside of permanent duties identified in this instruction.
- 1.4.9. Manage the OG tool control program to prevent fraud, waste, abuse, and loss across all MAFM functional areas.
- 1.4.10. Recruit, interview, and assist prospective facility managers in applying for special duty.
- 1.4.11. Conduct initial and recurring certifications for NCOIC, MAFM Training and NCOIC, MAFM Standardization and Evaluations (Stan/Eval) as specified in [Chapter 3](#).

1.5. NCOIC, MAFM Training. The NCOIC, MAFM Training is responsible to the Superintendent, MAF Management for the management of the OG MAFM Training Program and implementing the requirements of this instruction for all MAFMs assigned to the OG. OG MAFM Training Program requirements are in [Chapter 3](#).

1.6. NCOIC, Supply Management. The NCOIC, Supply Management reports directly to the Superintendent, MAF Management and is responsible to the OG Resource Advisor (RA) for fiscal concerns. The NCOIC, Supply Management will:

- 1.6.1. Provide common MAF consumable items (i.e., toilet paper, paper towels, and cleaning products) to all group MAFs.
- 1.6.2. Perform additional duties as determined by the Superintendent, MAF Management.
- 1.6.3. Monitor fiscal year expenses through the OG RA, notifying when funding shortages are projected or detected.

1.6.4. Maintain adequate inventory to ensure enduring MAF operations.

1.7. NCOIC, MAFM Standardization and Evaluations. NCOIC, MAFM Stan/Eval reports directly to the Chief, Stan/Eval and is responsible for:

1.7.1. Managing the MAFM Assessment Program in accordance with **Chapter 4**

1.7.2. Conducting assessments on OG MAFMs in accordance with **Chapter 4**.

1.7.3. Providing Commanders and Senior Enlisted Leaders with a third-party assessment of MAF Management.

1.8. Squadron Commander. The SQ/CC is responsible for the standardization and effectiveness of MAF management, training, and operations within their squadron.

1.9. Senior Enlisted Leader. The Senior Enlisted Leader reports directly to the SQ/CC for all squadron Missile Alert Facility Management concerns and responsibilities outlined in Air Force Doctrine, *The Enlisted Force Structure*. The Senior Enlisted Leader will:

1.9.1. Manage the overall planning and execution of MAFM scheduling ensuring availability of trained and qualified MAFMs for the squadron.

1.9.2. Assign all new MAFMs to a MAF and ensure initial interviews are conducted within 30 days of assignment. Initial interview completion date will be documented in training records by the Senior Enlisted Leader and the newly assigned MAFM.

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

1.9.2.2. Coordinate with MAFMs' assigned raters and additional raters on issues that may affect supervisory responsibilities.

1.9.3. Conduct initial certification observation of newly assigned MAFMs. Provide the NCOIC, MAFM Stan/Eval with a certification letter stating date of certification.

1.9.4. Support and advocate for the nuclear deterrence operations (NDO) mission and develop nuclear professionals in accordance with AFI 13-504, *Nuclear Mission Professional Development*.

1.10. NCOIC, MAFM Operations. The NCOIC, MAFM Operations is responsible to the Senior Enlisted Leader and Squadron Commander for all MAF management issues and will backfill the Senior Enlisted Leader in periods of absence.

1.11. Senior MAFM. The Senior MAFM is responsible to the Senior Enlisted Leader for the overall upkeep and management of assigned MAF and subordinate MAFMs.

1.12. Missile Alert Facility Manager. The MAFM is responsible to the Senior MAFM, on-duty Missile Combat Crew(s), and Senior Enlisted Leader for effective MAF management.

1.13. Squadron OJT Instructor. The Squadron OJT Instructor is a SQ/CC-appointed leadership developmental additional duty that is responsible to the NCOIC, MAFM Training. The Squadron OJT Instructor will:

1.13.1. Serve as the primary instructor for all initial qualification training using the master training plan and lesson plans developed by NCOIC, MAFM Training.

1.13.2. Be responsible for all squadron MAFM training concerns.

1.13.3. Assume delegated duties of the NCOIC, MAF Training if dictated by mission requirements and with Superintendent, MAF Management and SEL concurrence.

Chapter 2

OPERATIONS

2.1. Missile Alert Facility Management Program. The purpose of the MAF Management Program is to ensure adequate and continual facility management of missile alert facilities.

2.2. Resource Utilization. Assigned personnel and resources must be used in their primary duties for effective mission accomplishment. Additional duties and taskings that are not in line with MAF Management will be minimized. The Superintendent, MAF Management will monitor policy to balance MAFM alert scheduling as necessary across the squadrons.

2.2.1. Qualifications for entry into the 8S000 special duty are contained in the Air Force Enlisted Classification Directory.

2.2.2. Facility managers must be trained on required tasks before performing unsupervised duties.

2.2.3. The Assignment Availability Code (AAC) 50 is used to set MAFM maximum assignment durations at 36 months. An AAC 50 may be extended to 48 months contingent on manpower requirements and the needs of the Air Force. Commanders may request the AAC to be extended to 60 months for continuity in leadership positions and for force management when necessary. DAFI 36-2110, *Total Force Assignments*, contains detailed information about the use of AACs. The Superintendent, MAF Management will monitor and coordinate assignment durations with the 20 AF/FAM to ensure Airman's continued career progression and control Air Force Specialty Code (AFSC) qualifications are retained.

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

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

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

2.2.6.1. All MAFMs must maintain qualifications while serving in the special duty. It is the member's duty to remain available for duty and maintain currency in all areas of responsibility.

2.2.6.2. Squadron Senior Enlisted Leaders will be SNCOs assigned as a MAFM within the OG. At least one year time in grade is highly desirable.

2.2.6.3. The Superintendent, MAF Management will be a SNCO assigned as a MAFM within the OG.

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

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

2.2.6.4.2. MAFMs are normally assigned to a MAF to perform duties but may be utilized at any MAF to balance workloads as mission dictates.

2.2.6.4.3. A 48-hour, uninterrupted rest period will follow a MAF alert tour. Alert time ends when all alert related activities are completed upon return to the support base.

Exception: a 24-hour alert tour earns a 24-hour, uninterrupted rest period.

2.3. Operations Group Responsibilities. The Superintendent, MAF Management with the assistance of each Senior Enlisted Leader is responsible for sustained mission readiness and availability of assigned MAFMs. The Superintendent, MAF Management will:

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

2.3.2. Coordinate the training schedule with the squadron superintendents and NCOIC, MAFM Training as required.

2.3.3. Ensure at a minimum seven alert days are required for initial qualification. Additional training days may be required at the Senior Enlisted Leader's discretion.

2.3.4. Ensure squadron MAFMs comply with MAF escort and security duty requirements in accordance with applicable security directives.

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

2.4. Squadron Responsibilities. The Senior Enlisted Leader is responsible for the management and oversight of squadron MAFM operations and will accomplish or assign the following responsibilities as required. The Senior Enlisted Leader will:

2.4.1. Ensure assigned personnel maintain required proficiency.

2.4.2. Ensure adherence to technical data, safety, and operating procedures.

2.4.3. Ensure personnel are aware of applicable technical data and standard publication changes.

2.4.4. Ensure all tools assigned to the MAF are properly maintained and accounted for by complying with the unit's tool control program.

2.4.5. Ensure on-site Technical Orders (TOs), Civil Engineering Manuals (CEMS), and standard publications assigned to the MAF are properly maintained IAW T.O. 00-5-1, *AF Technical Order System (ATOS)*.

2.4.6. Manage the MAF work order requirements. Ensure new work orders are coordinated through Missile Maintenance Operations Center (MMOC) or Civil Engineering (CE) Customer Service.

2.4.7. Ensure compliance with all EPA requirements. The Unit Environmental Coordinator of environmental compliance must be notified after environmental compliance discrepancies are identified.

2.4.8. Ensure assigned MAFMs comply with MAF escort and security duty requirements in accordance with applicable security directives.

2.4.9. Conduct quarterly field visits for each MAF. Emphasize safety, security and technical data usage, while observing MAF management tasks and general housekeeping. Document findings (good/bad) in a written report. All reports must be kept on file for a minimum of 12 months. The reports will include overall MAF appearance, safety/security practices, spot check of MAFM procedures, and any other areas deemed appropriate. Reports will also include corrective actions.

2.5. All assigned MAFMs will:

2.5.1. Utilize all resources available for mission effectiveness.

2.5.2. Maintain required proficiency and adhere to technical data, safety and operating procedures.

2.5.3. Notify supervisors when a condition exists, either physical or mental, which may prevent mission accomplishment or endanger personnel safety.

2.5.4. Maintain, control, properly use, and care for assigned tools, equipment, and technical data.

2.5.5. Identify and report MAF discrepancies requiring work orders. Ensure new work orders are obtained from MMOC, local communication function, or CE Customer Service.

2.5.6. Comply with EPA requirements and notify squadron leadership of environmental compliance discrepancies within 24 hours of identifying an issue.

2.5.7. Accomplish MAF escort duty and security requirements in accordance with applicable security directives.

2.6. Special Duty Pay (SDAP). Missile Alert Facility Managers will qualify for Special Duty Assignment Pay (SDAP) once fully trained and certified on all Core Tasks and are able to perform unsupervised duties. Minimum requirements for alert days are codified in the SDAP table. These requirements are to be used as guidelines only; the squadron commander retains the authority and discretion to approve or disapprove continued SDAP.

2.7. Procedural Improvements. If a unit identifies the need for a new procedure or method to streamline an existing procedure codified in T.O.s, CEMs or other instructions, the unit will coordinate with 20 AF/A3NB to determine if testing authorization is required. This will ensure the standardization of any approved change in procedure. Before field-testing new procedures, forward a copy of the test proposal, to include all necessary support information, to AFGSC/A3O, through 20 AF/A3NB. Proposals affecting real property (RP) and real property installed equipment (RPIE) require AFNWC/NMH and AFGSC/A4B coordination through the base missile engineer in accordance with AFGSCI 32-1005, *Intercontinental Ballistic Missile (ICBM) Real Property/Real Property Installed Equipment (RP/RPIE) Responsibilities*, with information copies to 20 AF/A3NB and AFGSC/A3ON.

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

2.7.1.1. New procedure or concept.

2.7.1.2. Anticipated management improvement.

2.7.1.3. Impact outside this instruction.

2.7.1.4. Time required to fully test.

2.7.1.5. Unit point of contact and telephone number.

2.7.1.6. Specific test objectives.

2.7.2. If field-testing is approved, AFGSC/A3O will provide appropriate notification and implementing authority.

2.7.3. Units will coordinate any decision to stop, suspend or resume testing with AFGSC/A3O through 20 AF/A3NB.

2.7.4. Forward progress reports and field test results to AFGSC/A3O, through 20 AF/A3NB for final evaluation, addressing each specific objective and assessing attainment of that objective in quantifiable terms.

2.8. Clarification and Guidance. Units requiring clarification or guidance on MAF management activities governed by standard publications may request this information via AF Form 847.

2.8.1. Send requests to AFGSC/A3ON, through 20 AF/A3NB.

2.8.2. AFGSC/A3ON will ensure all units that could be affected are included as informational addressees on the request.

2.8.3. After staffing a response, AFGSC/A3ON will answer the request via message to the requesting unit, with information copies sent to 20 AF/A3NB for distribution to missile units.

2.9. Waiver Authority. The WG/CC is the waiver authority for this instruction IAW DAFMAN 90-161 for non-tiered compliance items unless specifically stated otherwise. Waiver authority may not be further delegated. Waivers will be granted on an individual and controlled basis. Submit waiver requests through the OG/CC to the WG/CC describing the specific requirement and explaining why a waiver is needed.

2.9.1. Waiver requests must include the duration of the waiver period. Once that waiver period expires, the waiver is invalid unless incorporated into a standard publication.

2.9.2. Forward 20 AF/A3NB informational copies of each waiver request and response once a decision has been determined.

Chapter 3

TRAINING

3.1. General. The MAFM training function is managed at the Group level with the NCOIC, MAFM Training as the program lead. The purpose of the training program is to manage standardized training that implements the requirements of this instruction within their respective OG.

3.2. Program Responsibilities. The NCOIC, MAFM Training will:

- 3.2.1. Develop a Master Lesson Plan (MLP) and enforce utilization by all MAFM instructors.
- 3.2.2. Manage standardized qualification training for MAFM management and MAFM Instructors.
- 3.2.3. Provide instructor orientation training utilizing a standardized lesson plan developed for all tasks.
- 3.2.4. Conduct and document recurring instructor observations on all assigned instructors in accordance with 3.3. Qualification and Proficiency. The instructor observation is not considered a formal assessment, but rather an observation to ensure training administered by MAFM Instructors is standardized. A written report will be provided for Senior Enlisted Leader's review.
- 3.2.5. Provide specific task training for discrepancies discovered through training, or areas identified by Senior Enlisted Leaders and NCOIC, MAFM Stan/Eval.
- 3.2.6. Manage training for new procedures, equipment, facilities or significant changes to technical data or weapon system publications. Training on new or significantly changed tasks must occur prior to allowing an individual to perform the task(s) unsupervised. Coordinate with the Superintendent, MAF Management for procedures associated with new equipment ensuring training is standardized.
- 3.2.7. Manage ancillary training that provides non-technical information applicable to duty performance for all assigned MAFMs.
- 3.2.8. Manage mandatory Cardiopulmonary Resuscitation (CPR) certification training for all MAFMs. All other mandatory training will be determined by the OG and codified in the Master Training Plan.
- 3.2.9. Manage and track recurring training that occurs infrequently; units should make every effort to ensure a member receives training as soon as practical. Deferring recurring training due to scheduling conflicts should not preclude a MAFM from performing unsupervised duties.
- 3.2.10. Conduct and document quarterly field training for MAFMs in accordance with the 20AF STT. All emergency procedure training events should include the on-site Missile Chef. During unforeseen circumstances (i.e. adverse weather conditions, PME, emergency leave, etc.) recurring training may be conducted in a classroom environment with approval from the Superintendent, MAF Management. The Superintendent, MAF Management may delegate this task to any instructor to supplement field phase training as needed.

3.2.11. Coordinate with group and squadron MAFM leadership to identify facility management task requirements in training records.

3.2.12. Chair a Training Review Board every 12 months reviewing **all** training records and the local Job Qualification Standard (JQS) Continuation/Command JQS tasks for currency and accuracy. The work center JQS is used to document training on new tasks not found elsewhere. The review board will:

3.2.12.1. Include at a minimum a representation from the affected squadron, such as the Senior Enlisted Leader, as well as the Superintendent, MAF Management and NCOIC, MAFM Stan/Eval.

3.2.12.2. Review training records and work center JQS changes.

3.2.12.3. Submit training line-item changes to 20AF/A3NB.

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

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

3.2.15. Assist squadrons with the management of MAFM training records by inspecting all records every 12 months ensuring proper documentation.

3.2.16. Develop lesson plans for all training record and JQS tasks for review through all MAFM Instructors utilizing the standardized lesson plan format located in **Attachment 2**. Lesson plans will include, but not be limited to, useful information that clarifies procedures and explains how and why they are performed. The lesson plan will not be used to repeat technical data requirements.

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

3.2.18. Ensure training requirements are established and scheduled with each squadron SEL.

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

3.2.20. Monitor and schedule all ancillary training requirements in conjunction with each SEL/NCOIC, MAFM Operations. This may involve coordination with outside agencies in some cases.

3.2.21. Provide each squadron with a training forecast for the following quarter monitoring overdue training and notify the Senior Enlisted Leader to correct training deficiencies.

3.2.22. Squadron OJT Instructor(s) will:

3.2.22.1. Notify the NCOIC, MAFM Training of any lesson plan discrepancies.

3.2.22.2. Maintain training record journal entries for each trainee to include date training was accomplished, material covered, and trainee's progress in task(s).

3.2.22.3. Sign off all tasks in trainee's training records upon completion of training. **Note:** Third-party certification in training records is not required except for tasks associated with MAF Refueling.

- 3.2.22.4. Ensure MAF management personnel are trained on required tasks before performing unsupervised duties.
- 3.2.22.5. Notify Senior Enlisted Leader of date initial MAFM qualification training is completed.
- 3.2.22.6. Schedule qualification training date with SEL for all MAFM.
- 3.2.22.7. Prevent or immediately correct any of the following: significant security violations or safety discrepancies which could reasonably result in injury to personnel and any discrepancy which could reasonably result in potential or imminent equipment damage.
- 3.2.22.8. Correct discrepancies prior to completing a training session.
- 3.2.22.9. Complete all applicable training documentation and make it available for review.

3.3. Qualification and Proficiency.

3.3.1. Instructors must be qualified on all applicable training records tasks and be certified by the NCOIC, MAFM Training prior to performing unsupervised instructor duties. An initial observation will be conducted by the NCOIC, MAFM Training within 90 days after certification.

3.3.1.1. After the initial observation, Instructors will have a recurring observation due the first day of the 13th month and will not be considered overdue until the first day of the 19th month since their previous observation. The NCOIC, MAFM Training, will notify personnel when they are within 90 days of their observation due date. The observation may be conducted any time after the notification.

3.3.1.2. If an observation cannot be accomplished by the end of the 19th month following a member's previous observation, NCOIC, MAFM Training will generate a Memorandum for Record (MFR) stating the reason, retain a copy for his/her records and forward a copy to 20 AF/A3NB.

3.3.2. NCOIC, MAFM Training must be qualified on all applicable training records tasks and be certified by the Superintendent, MAF Management after completing local instructor orientation requirements.

3.3.2.1. An instructor observation by the Superintendent, MAF Management is due the first day of the 13th month and will not be considered overdue until the first day of the 19th month since their previous observation. The Superintendent, MAF Management, will notify personnel when they are within 90 days of their observation due date. The observation may be conducted any time after the notification.

3.3.2.2. If a recertification cannot be accomplished by the end of the 19th month following a member's previous observation, Superintendent, MAF Management will generate a MFR stating the reason, retain a copy for his/her records and forward a copy to 20 AF/A3NB.

Chapter 4

MAFM ASSESSMENTS

4.1. Overview. The MAFM assessment program is used to ensure standardization and to validate the MAFM training program in the following areas: MAF management capability, effectiveness of assigned personnel, procedures, facilities, equipment, technical data, and managerial guidance. Stan/Eval manages the MAFM assessment program, providing commanders and Senior Enlisted Leaders with a third-party assessment of MAF management programs. All references to Stan/Eval in this document refer to the operations group Stan/Eval function otherwise known as Operations Group Standardization and Evaluation (OGV).

4.2. Program Responsibilities. NCOIC, MAFM Stan/Eval will:

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

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

4.2.1.2. Issue (and receive when required) technical data to be maintained by the NCOIC, MAFM Training and the MAFs.

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

4.2.1.4. Distribute reviewed technical data and ensure changes are posted in accordance with TO 00-5-1 and AFGSCI 32-1005, Chapter 7.

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

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

4.2.1.7. Inform affected squadron(s), Superintendent, MAF Management and NCOIC, MAFM Training of TO, CEM, and standard publication changes.

4.2.2. Orientate all newly assigned MAFMs on the Assessment Program before their initial assessment is conducted.

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

4.2.4. Manage a comprehensive training program and maintain training records for newly assigned evaluators.

4.2.5. Participate in Training Review Boards ensuring all training tasks are reviewed.

4.2.6. Assist the NCOIC, MAFM Training and Senior Enlisted Leaders with identifying negative trends in recurring training and/or evaluations.

4.2.7. Manage the MAFM assessment program. The assessment program provides Commanders and Senior Enlisted Leaders the means to assess mission capability and management effectiveness. To assess these areas, use on-site visits (OSVs) and proficiency assessments.

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

4.2.7.2. Determine OSV/assessment report content, format, distribution, and routing procedures. Forward all copies of proficiency assessment reports to Senior Enlisted Leaders. When documenting observed discrepancies during an individual performance assessment, the report will include at a minimal: Observer's name, MAFM's name, impact(s), applicable references, and strength(s)/weakness(es).

4.2.7.3. Produce OSV/assessment reports. Identify positive efforts and provide root causes to any substandard findings. Make recommendations when applicable; squadrons will be responsible for decisions regarding corrective actions. The intent is to identify tasks that require retraining rather than those noted only for possible trend analysis in an OSV.

4.3. Manning, Qualification and Proficiency.

4.3.1. The Superintendent, MAF Management may appoint one MAFM Evaluator from each Missile Squadron to be utilized by the NCOIC, MAFM Stan/Eval to conduct evaluations. Squadron Evaluators will not assess MAFMs within their own squadron.

4.3.2. Prior to performing unsupervised evaluator duties, all evaluators must complete the MAFM assessment training program. Evaluators must be qualified on all CFETP tasks they assess and certified by the NCOIC, MAFM Stan/Eval.

4.3.2.1. A squadron evaluator's recurring observation by the NCOIC, MAFM Stan/Eval is due the first day of the 13th month and will not be considered overdue until the first day of the 19th month since their previous observation. The Superintendent, MAF Management, will notify personnel when they are within 90 days of their observation due date. The observation may be conducted any time after the notification.

4.3.2.2. If an observation cannot be accomplished by the end of the 19th month following a member's previous observation, that Squadron evaluator will not conduct unsupervised evaluator duties until completing an evaluation observation by the NCOIC, MAFM Stan/Eval. Re-accomplishing the MAFM assessment training program is not required.

4.3.3. The NCOIC, MAFM Stan/Eval must be certified by the Superintendent, MAF Management before performing unsupervised evaluator duties.

4.3.3.1. The NCOIC, MAFM Stan/Eval's recurring certification is due the first day of the 13th month and will not be considered overdue until the first day of the 19th month since their previous certification. The Superintendent, MAF Management, will notify personnel when they are within 90 days of their due date. The recertification may be conducted any time after the notification.

4.3.3.2. If a recertification cannot be accomplished by the end of the 19th month following a member's previous certification, Superintendent, MAF Management will generate a MFR stating the reason, retain a copy for his/her records and forward a copy to 20 AF/A3NB.

4.4. Proficiency Assessment Guidelines.

4.4.1. When selecting tasks for MAFM assessments, the evaluator must ensure the assessment consists of a variety of tasks, different equipment and different management actions for each individual. MAFM assessments should focus on safety, security, tool usage, general management practices and technical data usage, and will consist of at least two common tasks and two emergency procedures (EP).

4.4.2. Before conducting an assessment, the evaluator will verify in the MAFM's training records that the individual is task qualified in the task(s) being evaluated.

4.4.3. Evaluators must stop and correct MAFMs when taking, or are about to take, actions that could result in security violations or safety discrepancies with potential negative impacts to equipment, personnel, or overall mission capability. Any action an evaluator is required to take in order to prevent a security or safety violation will be documented as a discrepancy and should be constructively debriefed to ensure they are not repeated by the MAFM.

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

4.4.5. At the beginning of an assessment, an in-brief will be conducted with the MAFM by the Evaluator.

4.4.5.1. The assessment in-brief should be conducted immediately following MAF entry and the visitor safety briefing. For tasks already in progress, notify the MAFM that they are being assessed and brief the individual as soon as practical.

4.4.5.2. Evaluator will advise the MAFM of the following:

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

4.4.5.2.2. Do not compromise safety or security at any time during the assessment. If a situation arises that presents a safety or security concern during the assessment that is not covered by existing and/or present technical data or other guidance, present concern to the evaluator before acting, unless immediate action is required to avoid a safety or security issue.

4.4.5.2.3. During assessment scenarios, do not consider the evaluator as the second person to satisfy buddy care or other tasks requiring two individuals.

4.4.5.2.4. Breaks are allowed during assessments if needed but **will not** be taken during emergency procedures unless essential.

4.4.5.2.5. Notify the evaluator of site-specific information that could affect a task.

4.4.5.2.6. NCOIC, MAFM Stan/Eval may ask questions to determine knowledge of a task. MAFM may use technical references to answer any questions.

- 4.4.5.2.7. MAFM is responsible for all tasks and related actions. The evaluator's presence does not shift this responsibility.
- 4.4.5.2.8. MAFM may ask for technical assistance from personnel or agencies normally available during day-to-day operations. If the evaluator wasn't there conducting an eval, then the evaluator could be a resource. Evaluator will only be used as a last resort, after all other avenues have been exhausted. All assistance will be documented and assessed if retraining is required.
- 4.4.5.2.9. Following the assessment, MAFM are required to debrief the assessment.
- 4.4.5.2.9.1. Debrief may be accomplished immediately following the assessment or upon return to main support base.
 - 4.4.5.2.9.2. Senior Enlisted Leader or Superintendent/NCOIC, MAFM Operations may assist MAFM during the debrief process.
 - 4.4.5.2.9.3. The debrief will not be a formal piece of the assessment, however, the evaluator will provide feedback on MAFM's debrief.
 - 4.4.5.2.9.4. The evaluator must identify all discrepancies that will be formally recorded and will not add discrepancies as a result of the debrief (e.g., if an MAFM self-identifies a discrepancy that the evaluator did not observe prior to the debrief, the evaluator cannot assess the discrepancy). During debrief the evaluator may ask clarifying questions. Responses will not negatively impact MAFM's assessment unless the response confirms an already documented discrepancy.
- 4.4.5.2.10. The MAFM may ask the evaluator to clarify any of the mentioned advisements prior to the beginning of an assessment.
- 4.4.6. Evaluation Debrief and Outbrief. Following an assessment or upon return to mission support base, evaluatees and evaluators will conduct a thorough debrief and outbrief.
- 4.4.6.1. MAFMs will self-assess all actions conducted during the assessment while conducting the debrief with the evaluator. The purpose of this is to demonstrate knowledge of requirements and understanding of events performed during the assessment.
 - 4.4.6.2. At the conclusion of the debrief, the evaluator will conduct an outbrief of the assessment. The purpose of this is to present only noted discrepancies, provide critiques, and recommend focus areas for future training.
 - 4.4.6.3. Evaluators may remove documented discrepancies only if during the debrief, clarifying information nullified the discrepancy noted.

4.5. Assessment Ratings. Ratings are not mandatory for MAFM assessments. A detailed written report will be provided to squadron leadership. OG/CC may establish a rating system to facilitate accurate feedback regarding individual performance during an evaluation.

- 4.5.1. If established, the rating system will be developed by the NCOIC, MAFM Stan/Eval and approved by Chief, Stan/Eval, Superintendent, MAF Management, and OG/CC. The rating system should align with other qualification ratings utilized by Stan/Eval.
- 4.5.2. MAFMs will be assessed based on the training standard. Third party assessments will be conducted by a representative of Stan/Eval.

4.6. Retraining/Task Decertification. Tasks identified during the assessment as needing to be retrained will be documented and the squadron commander, Senior Enlisted Leader and Superintendent, MAF Management will be notified.

4.6.1. The NCOIC, MAFM Stan/Eval and Senior Enlisted Leader will coordinate with the Superintendent, MAF Management to determine retraining requirements for the task(s) needing to be retrained.

4.6.2. The squadron commander will determine at the recommendation of the Senior Enlisted Leader, if the MAFM needs to be decertified in the task(s). If decertified on the task(s), the squadron commander will recertify the MAFM once retraining has been accomplished, and at the recommendation of the Senior Enlisted Leader.

4.7. Qualification Decertification. If multiple tasks require decertification, the squadron commander may decertify the MAFM and the MAFM will not be allowed to perform unsupervised alert duties. Consideration for recertification will follow procedures in [paragraph 4.6](#). If recertification is not recommended and/or granted, the Superintendent, MAF Management will consider request for reassignment.

4.8. Assessment periodicity.

4.8.1. Initial assessments will be scheduled and conducted no later than the last day of the third month after the Senior Enlisted Leader provides the evaluator with an initial certification letter.

4.8.2. After the initial assessment, a MAFM's assessment due date will be considered the first day of the 13th month and will not be considered overdue until the first day of the 19th month since their previous assessment. The NCOIC, MAFM Stan/Eval will notify personnel when they are within 90 days of their assessment due date. The assessment may be conducted any time after notification.

4.8.3. If an assessment cannot be accomplished by the end of the 19th month following a member's previous assessment, NCOIC, MAFM Stan/Eval will generate a MFR stating the reason, retain a copy for his/her records and forward a copy to 20 AF/A3NB.

4.8.4. Assessment of the Superintendent, MAF Management, Senior Enlisted Leader, NCOIC, MAFM Stan/Eval, NCOIC, MAFM Training and NCOIC, Supply Management will be conducted at the discretion of the OG/CC. The OG/CC shall specify in a memorandum which individuals are exempt from a recurring assessment. The NCOIC, MAFM Stan/Eval will maintain this memorandum for accuracy and route for signature every 12 months.

4.8.5. If an Air Reserve Component (ARC) member is on active-duty orders for longer than 90 days, he/she will be certified prior to accomplishing unaccompanied alert tours. A subsequent MAFM Assessment will only be required in the rare circumstance that an ARC Airman is still on active duty at their previous assessment's anniversary date.

MICHAEL A. MILLER
Brig Gen, USAF
Director of Operations and Communications

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 13-5, *Air Force Nuclear Mission*, 17 July 2018

DAFI 13-504, *Nuclear Mission Professional Development*, 23 November 2021

DAFI 36-2110, *Total Force Assignments*, 15 November 2021

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFMAN 90-161 *Publishing Processes and Procedures*, 18 October 2023

AFPD 13-5, *Air Force Nuclear Mission*, 17 July 2018

AFI 13-520, *Aircraft and ICBM Nuclear Operations*, 22 August 2018

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021 Brown Book, *The Enlisted Force Structure*, 16 May 2022

AFGSCI 32-1005, *Intercontinental Ballistic Missile (ICBM) Real Property/Real Property Installed Equipment (RP/RPIE) Responsibilities*, 19 February 2019

TO 00-5-1, *Air Force Technical Order System*, 25 January 2021

TO 21M-LGM30G-1-24, *Operation Instructions Minuteman Weapon System - Wings I, III, and V*, 1 February 2018

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

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

AFGSC Form 272, *RPIE Improvement Report*

Abbreviations and Acronyms

AAC—Assignment Availability Code

AFGSC—Air Force Global Strike Command

AFGSCI—Air Force Global Strike Command Instruction

AFI—Air Force Instruction

AFRC—Air Force Reserve Component

AFSC—Air Force Specialty Code

AFTO—Air Force Technical Order

AFH—Air Force Handbook

ANG—Air National Guard

CC—Commander

CE—Civil Engineering

CEM—Civil Engineering Manual **CFM**—Air Force Career Field Manager

CFETP—Career Field Education and Training Plan

CPR—Cardiopulmonary Resuscitation

DoD—Department of Defense

EPA—Environmental Protection Agency

ICBM—Intercontinental Ballistic Missile

JQS—Job Qualification Standard

MAFM—Missile Alert Facility Manager

MAF—Missile Alert Facility

MFR—Memorandum for Record **MLP**—Master Lesson Plan

MMOC—Missile Maintenance Operations Center **NCO**—Non-Commissioned Officer

NCOIC—Non-Commissioned Officer in Charge **OG**—Operations Group

OGV—Operations Group Standardization and Evaluation

OJT—On the Job Training

OPR—Office of Primary Responsibility

RP—Real Property

RPIE—Real Property Installed Equipment

SDI—Special Duty Identifier

SLP—Standardized Lesson Plan

STRT—Specialty Training Requirements Team

STS—Specialty Training Standard **STT**—Standardized Training Table **TO**—Technical Order

Office Symbols

20 AF/A3NB—20th Air Force Codes Branch

AFGSC/A3O—Air Force Global Strike Command Operations Support Division

AFGSC/A3ON—Air Force Global Strike Command ICBM Operations Support

Attachment 2

STANDARDIZED LESSON PLAN FORMAT

A2.1. Lesson Plans. Lesson plans will be available for reference in the training area for all technical Specialty Training Standard (STS)/JQS tasks taught. Lesson plans will utilize this attachment as a standardized format throughout 20 AF.

Table A2.1. Standardized Lesson Plan (SLP) Format, Page 1.

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

Table A2.2. SLP Format, Page 2.

PART II – PRESENTATION/LESSON PLAN
1. INTRODUCTION
A. ATTENTION/MOTIVATION:
B. OVERVIEW:
C. OBJECTIVE:

Table A2.3. SLP Format, Page 3.

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

Table A2.4. SLP Format, Page 4.

PART III – CONCLUSION

A. SUMMARY:

B. REMOTIVATION:

CLOSURE: