BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE COMMAND

AIR FORCE GLOBAL STRIKE COMMAND INSTRUCTION 13-5301, VOLUME 3

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Nuclear, Space, Missile, Command and Control

RAPID EXECUTION AND COMBAT TARGETING (REACT) CREW OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 13-5, *Air Force Nuclear Enterprise* and Air Force Instruction (AFI) 13-530, *Intercontinental Ballistic Missile (ICBM) Nuclear Operations*. This instruction defines roles, responsibilities, and minimum requirements for Rapid Execution and Combat Targeting mission-ready evaluation programs for employment of the Minuteman III ICBM and applies to 13N personnel assigned to Air Force Global Strike Command (AFGSC), Twentieth Air Force (20 AF) and AFGSC Missile Wings (MW). This instruction references the 532d Training Squadron (532 TRS) when stated in the document. This instruction does not apply to Air Force Reserve and Air National Guard units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 USC 8013. Privacy Act system notice number F036 AF PC C, Military Personnel Records System, applies. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority in accordance with **Paragraph 1.3**. This instruction may only be supplemented by 20 AF in accordance with **Paragraph 1.4**. Refer recommended changes and questions about this publication in accordance with **Paragraph 1.5**. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records

Disposition Schedule (RDS). A failure by military members to observe the prohibitions and mandatory provisions in **Paragraphs 4.3.3**. of this publication is a violation of Article 92 of the Uniform Code of Military Justice as well as any other applicable article of the UCMJ. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been substantially revised in response to a Major Command (MAJCOM)-level effort to standardize missile operations with Air Force operations. The document must be reviewed in its entirety.

Chapter 1

GENERAL INFORMATION

1.1. General. This instruction is directive to Department of Defense (DoD) military personnel assigned to AFGSC mission ready operations duty positions at USAF Minuteman III ICBM units. This instruction, in conjunction with technical orders and other governing directives, prescribes guidance for the operation and employment of the Minuteman III ICBMs through all phases of conflict for missile combat crews (MCCs), but may not cover all circumstances. In those cases, use sound professional judgment. If within communications range of command and control agencies, deviations due to unusual circumstances should be pre-coordinated.

1.2. Mission. The mission is to develop and provide safe, secure and effective combat-ready forces for nuclear deterrence and global strike operations to support the President of the United States and Combatant Commanders.

1.3. Deviations and Waivers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication office of primary responsibility (OPR) for non-tiered compliance items. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Waiver requests will be submitted using the AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, or via e-mail or memorandum if the form is unavailable. See AFI 33-360 paragraph 1.9.4. for full guidance.

1.4. Supplements. Individual paragraphs to this instruction may be supplemented by 20 AF in accordance with AFI 33-360. The purpose of the supplement is to document the process by which units implement the requirements of this instruction. Supplements will not be less restrictive than the provisions of this or any other publication. Supplements will be coordinated for HQ AFGSC/A3T review prior to certification and publishing.

1.5. Changes and Clarifications. HQ AFGSC/A3T has overall responsibility for administration of this instruction. Suggestions for improving this instruction or requests for clarification are encouraged.

1.5.1. Refer recommended changes and questions about this publication to the OPR, HQ AFGSC/A3T, 245 Davis Avenue, Barksdale AFB, LA 71110 or AFGSC.A3T.Workflow.1@us.af.mil using the AF Form 847, *Recommendation for Change of Publication*. Coordinate and route AF Form 847s through the appropriate functional chain of command.

1.5.2. Process requests for clarification via memorandum or message to HQ AFGSC/A3T through 20 AF/A3.

1.5.2.1. If a clarification request was initiated by telephone, units will follow up all requests in writing within one working day. (T-2)

1.5.2.2. HQ AFGSC/A3T will provide clarification within 15 working-days of receipt to 20 AF/A3 for distribution.

Chapter 2

MISSION PLANNING/DEPARTURE

2.1. Crew Preparation. Crew preparation is an important focus area for the success of the wing mission. Effective crew preparation allows crews to apply critical thinking skills necessary to execute alert. The goals of crew preparation are to identify the tasks to be accomplished, integrate and deconflict the plan, assess and mitigate risk, share lessons learned, and utilize the insight of experienced personnel.

2.1.1. Units will ensure planning facilities and materials are maintained and available. (T-2)

2.1.2. Every effort should be made to avoid having non-mission related briefings prior to departure for posting crews (e.g., roadshow briefs, etc.).

2.2. Data Gathering. Provides crews with comprehensive and accurate data for use in successfully planning and executing alert. Prior to squadron mission planning, Mission Lead and Flight Lead crews should jointly gather necessary data from Missile Maintenance Operations Center (MMOC), weather flight, Codes (OSB), Current Operations (OSX), Weapons and Tactics (OSK), Missile Security Control (MSC), Intel, Civil Engineering (CE), etc.

2.2.1. Crew Mission Planning Card. Air Force Tactics, Techniques and Procedures (AFTTP) 33.ICBM provides a model of a crew mission planning card that may be tailored to fit mission requirements. Units may designate support agencies or personnel to provide and update the information used to populate crew mission planning cards.

2.2.2. Mission Lead and Flight Lead crews will compile and facilitate the briefing of the following information, at a minimum, provided by applicable support agencies:

2.2.2.1. Weather.

2.2.2.2. Current road conditions.

2.2.2.3. Location of security teams.

2.2.2.4. Forecasted maintenance, to include scheduled convoys.

2.2.2.5. Status of communication systems.

2.2.2.6. Pending EAP or targeting actions.

2.2.2.7. Scheduled calibrations, tests or exercises.

2.2.2.8. Any scheduled visits.

2.2.2.9. Any required classified issue, return or supplemental training.

2.2.2.10. Duress words.

2.2.2.11. Mission related intelligence brief, as applicable.

2.2.2.12. Commander’s intent and key focus areas, as applicable.

2.2.2.13. Any other HHQ directives/instructions.

2.3. Mission Planning. Mission planning is the opportunity to take the data gathered, apply critical thinking skills, and formulate a plan of execution.

2.3.1. Crew Planning. The crew commander leads mission planning and may tailor the duration and scope based on the data gathered about the upcoming alert (Missile Alert Facility (MAF)/Launch Control Center (LCC)/ Launch Facility (LF) status, maintenance (e.g. reviewing the current Maintenance Data System discrepancies), weather, etc.). The crew commander should direct detailed planning, when appropriate, to include a review of applicable tactics, techniques and procedures (TTPs) and risk mitigation techniques. Additionally, crew commanders will review all crew member currency and proficiency requirements to support Ready ICBM Program Tasking Memorandum (RTM) task accomplishment and any other requirements directed by the RTM (e.g. Situational Emergency Practice Training (SEPT)). (T-3)

2.3.2. Squadron Planning. The Mission Lead/Flight Lead will integrate and deconflict individual crew plans as necessary and guide discussion of contingency plans. This includes proposed site swaps to meet currency and/or proficiency requirements with required notifications. The Flight Lead ensures crew mission planning and appropriate SEPT is complete for the squadron and squadron leadership feedback or guidance has been received. (T-3)

2.3.3. Mission Departure Authority. After the squadron has effectively mission-planned and is prepared for alert the Flight Lead is the departure authority. Road/weather hazards require authorization IAW local command channels. **(T-3)**

2.4. Vehicle Operations. Government Motor Vehicles (GMVs) are the primary mode of transportation within the missile complex for combat crews.

2.4.1. Personnel will inspect the vehicle and complete/sign applicable sections of the AF Form 1800, *Operator's Inspection Guide and Trouble Report*. Conduct an additional vehicle inspection anytime the vehicle is left unattended outside a secure area (e.g., Missile Support Base (MSB), MAF, etc.). Personnel will report suspicious items or activities to security forces or local law enforcement. (T-0)

2.4.2. Ensure vehicles remain locked when unattended and secure cargo with available safety harnesses during transport.

2.4.3. Drivers must be trained on, licensed in and operate the vehicle IAW AFI 24-301, *Vehicle Operations*, and AFGSCI 91-210, *Vehicle Safety For Missile Field Operations*. (T-0)

2.4.4. Periodic rest stops are authorized, unless prohibited by higher headquarters directives (e.g. when transporting critical/code components or Positive Control Material (PCM), Missile Combat Crew Members (MCCMs) will comply with EAP-STRAT Volume 3, *Positive Control Policy, Procedures and Coded Control Devices (U)*, and EAP-STRAT Volume 16, *ICBM Code Component Control Policy and Procedures (U)*, as applicable.) (T-0)

2.4.5. Communication with Missile Field Control Center (MFCC) or designated agency is mandatory anytime personnel travel within the missile complex. Crews will notify MFCC or designated agency when departing and arriving at MSB or any missile complex facility (i.e., MAF/LF) in a government vehicle. (T-3)

2.4.5.1. Two-way radios are the primary means of communication within the missile complex. If the radio becomes inoperable due to a malfunction or loss of signal, a landline or cell phone is authorized to use for communication with missile wing agencies.

2.4.5.2. A radio function check will be accomplished prior to departing MSB. If the radio is inoperable, the vehicle or radio must be exchanged if operational equipment is available. (T-3)

2.4.6. If an emergency or vehicle breakdown occurs in the missile complex, the operator or passengers will call the nearest MAF for assistance. (T-3)

2.5. Uniform and Gear Requirements. Personnel are required to report for alert duty wearing the appropriate uniform and with all required gear readily available. (T-2)

2.5.1. Personnel must be in flight duty uniform (FDU) to perform alert duty. The maternity ABU is authorized as applicable.

2.5.2. Prior to dispatch from MSB, personnel will have in their possession a Common Access Card (CAC), a driver's license (state and any government-issued) and a 4-digit combination lock (for alert duty) issued by the supply section. When directed, personnel dispatching to the missile field will have in their possession all required winter weather gear items IAW wing direction/guidance. (T-3)

2.6. Technical Orders. Operational systems and weapon systems will not be operated without validated and verified technical data or operations procedures. Crews will use and adhere to the directions of the technical data and procedures at all times. (T-0)

2.6.1. Technical orders will be correctly posted, serviceable and properly marked or annotated as specified in this instruction and the provisions of T.O. 00-5-1, *Air Force Technical Order System*.

2.6.2. Every page of sections III, IV and V of each weapon system operations T.O. and communications T.O. must be placed in a document protector. T.O.s in reference libraries are exempt from this requirement. (T-3)

2.6.3. Annotations in T.O.s will not obscure printed material or change the technical content or classification of the material being annotated. Changing the technical content includes, but is not limited to, adding, deleting, or supplementing checklist steps or technical information. The intent of authorized annotations is to remind MCCMs of other actions or procedures. (IAW T.O. 00-5-1, highlighting of T.O. pages, as well as unauthorized annotations, marks, or changes to T.O. pages containing technical data, is prohibited with the exception of individually assigned Flight Manuals [see AFI 11-215, *USAF Flight Manuals Program*] and T.O.s maintained in reference or training libraries.)

2.6.4. Users are responsible for prompt and accurate posting of revisions and changes to T.O.s in accordance with T.O. 00-5-1 prior to any event. An event is defined as any Missile Procedure Trainer (MPT) session, evaluation, or scheduled backup/alert.

2.6.5. Technical orders for reference use should be kept current.

2.6.6. Superseded and removed T.O. pages are to be destroyed by shredding to prevent disclosure of the contents or reconstruction of the document. Reference T.O. 00-5-1 for further T.O. destruction limitations and authorizations.

2.7. Technical Order Distribution Office (TODO). Primary responsibility for the issue, transfer and return of missile operations technical manuals rests with the TODO, which typically resides in the Operations Group Standardization and Evaluation Office (OGV). (T-0)

2.7.1. The TODO must be fully knowledgeable of technical order account management and distribution procedures (see AFPD63-1/AFPD20-1, *Integrated Life Cycle Management*, T.O. 00-5-1, and T.O. 00-5-2, *Technical Order (T.O.) Distribution System*).

2.7.2. The TODO will distribute and maintain two copies of the T.O. 21M-LGM30F-1-23, *Communication and Ancillary Equipment (REACT)* and the T.O. 21M-LGM30G-1-24, *Minuteman Weapon System* at all LCCs, MPTs and Minuteman Enhanced Procedures and Classroom Trainers (MEPCT). (T-3)

2.7.3. The TODO will issue sufficient copies of the T.O. 21M-LGM30G-1-24, *Minuteman Weapon System* to each missile squadron as a sub-account to fulfill Mission Planning, Academic Training and squadron reference library requirements. Additionally, each assigned crew member may request an individual copy of the T.O. 21M-LGM30G-1-24, *Minuteman Weapon System* to be used and maintained by that individual. **(T-3)**

2.7.4. The AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*, is a recommendation for a specific T.O. improvement, correction of an error, or correction of an omission that prevents the adequate performance of the functions required for the mission.

2.7.4.1. Proposed emergency, urgent and routine changes will be submitted to the TODO through the Technical Order Distribution Account (TODA). These submissions will be reviewed by OGV for technical accuracy and, after approval from the TODO, will be forwarded to 20 AF/A3.

2.7.4.2. Units are encouraged to submit an AFTO Form 22 to Operations Group Standardization/Evaluation (OGV) if there is information MCCMs are consistently annotating and does not meet the above criteria, but is worthy of T.O. inclusion. OGV is the final local approving or disapproving authority for all AFTO Forms 22 initiated against the missile operations technical manuals.

2.7.4.3. Ensure all submitted AFTO Forms 22 meet the criteria established in T.O. 00-5-1.

2.7.5. The TODO must review all technical data to ensure technical accuracy before distribution. If the change is technically inaccurate, submit an AFTO Form 22. The TODO must identify all significant discrepancies to 20 AF/A3 by telephone within 5 working days of initial receipt and in writing within 7 working days of receipt of initial distribution.

Chapter 3

ALERT PROCEDURES AND OPERATIONS

3.1. Status Briefings. The on-coming MCCMs will receive status briefings from topside personnel to include, at a minimum, the Facility Manager (FM) and Flight Security Controller (FSC) in preparation for their alert shift. (T-3)

3.2. Crew Changeover.

3.2.1. If maintenance must be performed in the LCC during changeover, the crews will take all appropriate measures to ensure maintenance personnel do not observe classified information during the inventory. (T-0)

3.2.2. The on-coming crew will accomplish a changeover inventory to account for each Communications Security (COMSEC) item listed on the AFCOMSEC Form 16, *COMSEC Account Daily Shift Inventory*. Non-COMSEC items will be inventoried using AFGSC Form 61, *Classified Material Daily Shift Inventory*. Local computer-generated versions of the forms are authorized. (T-0)

3.3. Checklists. Missile Combat Crew Members will strictly adhere to all checklists in T.O.s as well as all United States Strategic Command (USSTRATCOM) and Twentieth Air Force (20AF) Emergency Action Procedures (EAP) or other Higher Headquarters (HHQ) directives. (T-0)

3.3.1. 20 AF/A3 will be responsible for generating standardized checklists to cover actions not addressed in a T.O. or other directives (e.g., 20 AF MCC Contingencies Checklist, 20 AF Severe or Hazardous Weather Checklist, etc.). (T-2)

3.3.2. Units may develop local procedures when operations fall outside existing technical orders and HHQ regulations or checklists. Units will not supplement existing technical data with local procedures. Local procedures will not be used to re-create or consolidate existing technical data or HHQ regulations. Local procedures will be submitted to 20 AF/A3 for possible cross-organization applicability, not for approval. (T-2)

3.4. Field Direction. While on alert, the MCC is in command of the flight area and is ultimately responsible for all activities, operations, maintenance, security, and personnel in the flight area.

3.4.1. The MCC must exercise direct command and control during any actual or potential situation involving the safety and security of personnel or equipment. Certain situations may exist where local command and control is provided by on-scene individuals. The MCC should maintain situational awareness throughout these events. Security Forces controllers and SF leadership are the only personnel authorized to direct the dispatch, movement, and placement of SF teams throughout the missile field. However, the MCCMs will relay status and requirements directed by technical orders (e.g. guarding a site with a non-functioning Outer Zone (OZ)) in order to ensure mission success.

3.4.2. The MCC is in command of the LF at all times regardless of its status. The MCC has full authority to prohibit commencement and direct termination of any task. The maintenance team chief is responsible for the safe operation of the missile system in the LF once the LF is penetrated and lock pin assembly is installed in the safety control switch. The

team chief has full authority to prohibit commencement and direct termination of any task. Custody transfer is not required for these situations unless the reentry system/reentry vehicle is to be demated/mated.

3.4.3. The MCC is in command of the LF at all times and is the authority in determining alert status in consultation with MMOC. MMOC controllers will document MCC approved status changes in IMDS, FSR and NMC2 as required. MMOC will notify BCP of MCC approved status changes.

3.5. Mission Lead and Flight Lead (Alternate Command Post/Squadron Command Post [ACP/SCP]) Duties and Responsibilities. Mission Lead crews are responsible to lead their squadron and the wing from the designated ACP while Flight Lead crews are responsible for leading their squadrons and being prepared to assume Mission Lead duties. These crews will ensure squadrons carry out all nuclear surety and positive control measures as well as directing various daily actions.

3.5.1. The Mission Lead/Flight Lead crews will consist of individuals that have been trained and certified in accordance with AFGSC Instruction (AFGSCI) 13-5301v1, *Rapid Execution and Combat Targeting (REACT) Crew Training and Certification*. (T-2)

3.5.2. The Mission Lead/Flight Lead crews are responsible for directing and coordinating squadron-wide activities to include EAP actions, communications procedures, targeting, exercises and other daily requirements (e.g., ALCC Holdoff, All-call TVI, classified return, etc.).

3.5.3. Reference EAP-STRAT Volume 8, *ICBM and ALCS Procedures*, for additional ACP/SCP/Controlling Launch Control Center (CLCC) duties.

3.6. Assumption of ACP/SCP Duties. In the event an ACP or SCP can no longer perform its function by becoming communications isolated or unable to monitor squadron weapons system status, another SCP or LCC must assume responsibility. (T-2) 20 AF/A3 will develop and maintain a 20 AF ACP/SCP/CLCC Assumption Checklist for MCCMs to accomplish when assuming responsibility.

3.6.1. Reference 20 AF ACP/SCP/CLCC Assumption Checklist for devolution of command when it is necessary for a SCP to assume ACP responsibilities. If no SCP is capable of assuming ACP responsibilities, ACP roles and responsibilities should go to the LCC with a Mission Lead/Flight Lead certified crew starting with the senior experienced combat crew commander. If no Mission Lead/Flight Lead certified crew is posted on alert, responsibilities will go to the LCC with the senior experienced combat crew commander.

3.6.2. If a SCP can no longer perform its function, CLCC responsibility should go to the LCC with a Mission Lead/Flight Lead certified crew starting with the senior experienced combat crew commander. If no Mission Lead/Flight Lead certified crew is posted on alert, responsibilities will go to the LCC with the senior experienced combat crew commander. The CLCC will be responsible for completing all ACP/SCP duties as stated in paragraph **3.6**. (T-2)

3.6.3. During times when SCP responsibilities will be transferred to a CLCC for an extended period of time, the squadron commander (SQ/CC) or operations officer (SQ/DO) is

authorized to direct a specific LCC to assume the CLCC role. The combat crew assuming the alert at the CLCC must be Mission Lead/Flight Lead certified. (T-2)

3.7. Relief of Command. SQ/DO or higher authority may direct relief of a crew or crew member on alert for personal, medical or performance issues.

3.8. Crew Log Requirements. Missile Combat Crews will use the electronic log to record events occurring during the alert. Should the console not automatically enter required log entry details, the crew must manually input the necessary details into the console. Logs will be written with sufficient detail so alert activities can be reconstructed. (T-3)

3.8.1. Crews must use the electronic log unless electronic crew log capabilities are unavailable, at which point MCCs will use the AFGSC Form 524, *Missile Combat Crew Log*. Classify the AFGSC Form 524 appropriately.

3.8.2. Crews will archive crew logs every 24 hours in accordance with technical data. Archived disks or prints will be kept in the LCC for one week, unless returned to MSB for audit. After one week, archives may be overwritten or destroyed unless directed otherwise. Launch Control Centers should have a minimum of 14 operational crew log archive diskettes to ensure primary and backup diskettes are available for seven days.

3.9. Status Tracking. Detailed status tracking is critical for the situational awareness necessary for the safety, security and effectiveness of the weapon system and personnel.

3.9.1. Crews will track the status of all degraded LFs and LCCs in their flight or squadron as applicable. This includes Partially Mission Capable (PMC), off-alert, modified-alert, degrades affecting LF security, and hardness degrades affecting launch capability or survivability. (T-3)

3.9.2. A detailed Operator Entered Status (OES) will be used and updated to document the status of an LF or LCC degrade within the flight. The OES will not be deleted until the issue has been completely resolved. (T-3)

3.9.3. When crews are notified by or notify MMOC that a fault is cycling status, they may suppress the fault after notifying MMOC. Ensure a detailed log entry explaining the cycling status is created and kept until the cycling status issue is remedied.

3.10. LCC Configuration and Storage. Launch Control Centers will be configured and standardized according to local guidance. The OGV will develop and maintain an LCC configuration chart. Squadrons will ensure LCCs are configured in accordance with the LCC configuration chart. (T-3)

3.11. Emergency, Contingency and Incident Procedures. (T-3)

3.11.1. 20 AF/A3 will develop and maintain a 20 AF Severe or Hazardous Weather Checklist. Crews will accomplish appropriate steps of the checklist anytime severe or hazardous weather is reported in their flight area to ensure personnel working in the flight area are aware of the conditions.

3.11.2. 20 AF/A3 will develop and maintain a 20 AF MCC Contingencies Checklist. Crews will accomplish appropriate steps of the checklist anytime a situation occurs involving an accident, unsafe condition or the potential for injury or death in the flight area.

3.11.3. Individuals who observe suspicious activity in the missile field will report it to the nearest LCC, FSC or MSC.

3.11.4. All nuclear accidents, incidents and deficiencies (e.g., Dull Swords, Bent Spears, etc.) will be reported in accordance with AFMAN 91-221, *Weapons Safety Investigations and Reports*, and AFMAN 91-221_AFGSCSUP, *Weapons Safety Investigations and Reports*. (T-0)

3.12. COMSEC, Missile Entry Control System/Missile Electronic Encryption Device (MECS/MEED) and Classified Material. Crews are responsible for proper handling and safeguarding of COMSEC, MECS/MEED and other classified material. (T-0)

3.12.1. Crews will verify access authorizations and security clearance before allowing access.

3.12.2. Transportation of COMSEC, cryptographic, and classified material will be in accordance with NSA DOC-009-13, *Operational Security Doctrine for the Control and Management of COMSEC Material Produced for the ICBM MECS MEED Equipment*, AFMAN 17-1302-O, *Communications Security*, EAP-STRAT Volume 3 and AFI 16-1404, *Air Force Information Security Program*. Transportation begins when the MCC signs for and leaves the room where the material was issued, or when the MCC leaves the LCC. Transportation ends when the MCC arrives at the LCC or when the MCC reports to the responsible office and transfers the material.

3.12.3. Crews will maintain an unbroken chain of document receipts for classified documents transferred to or from the LCC as directed by applicable regulations or local guidance. Immediately report any physical, personnel, or cryptographic insecurity to the issuing agency or the affected squadron's commander or operations officer as soon as possible.

3.12.4. Loading, usage, and routine destruction of COMSEC, MECS/MEED and classified material will be in accordance with NSA DOC-009-13, EAP-STRAT Volume 3, AFI 16-1404 and AFMAN 17-1302-O.

3.13. MAF/LCC Visitors. Crews can expect periodic visits to the MAF/LCC from military and civilian visitors. For the purpose of this instruction, civilian visitors encompass non-Department of Defense civilians and foreign military individuals. A military visitor encompasses U.S. military personnel not performing official duties at the MAF and/or in the LCC.

3.13.1. With the exception of MCCMs listed on an AFGSC FORM 246M, all visitors and military members will be listed on a dispatch AFGSC Form 246, *Multiple Dispatch, Pre Dispatch/Approved Dispatch Notification*, or an Entry Authority List (EAL). Reference AFMAN31-108V3_AFGSCSUP for general guidance. (T-2)

3.13.1.1. At no time will the on-duty crew relinquish control of the console to visitors (Exception: MCCMs in Mission Qualification Training (MQT) under instructor supervision or MCCMs undergoing a field phase evaluation under evaluator supervision). MCCC will determine which individuals may interact with the console. (T-0)

3.13.2. Crews will ensure control of classified material is maintained to prevent unauthorized access/exposure. (T-0)

3.14. Maintenance Activity in the LCC and on the MAF. Maintenance in the LCC will be accomplished by a qualified maintenance team. Maintenance accomplished by the MCC will be limited to procedures outlined in their technical data and the following sub-paragraphs. (T-0)

3.14.1. Crews may accomplish minor miscellaneous maintenance in the LCC not listed in T.O.s. Such tasks can include, but are not limited to, replacing plexi-glass on the console and replacing screws.

3.14.2. The MCC will obtain work orders from MMOC and/or CE to correct discrepancies affecting the LCC. Report all new or cleared LCC work orders to the FM for tracking purposes. Additionally, crews will inform the FM of any observed MAF discrepancies. (T-3)

3.14.3. Equipment annotations and identification labels may be necessary to relay important information in regards to optimum equipment configuration and the safety of the personnel in the LCC. Do not remove these annotations or labels without coordinating with the appropriate maintenance agency (e.g., MMOC, CE, Safety, etc.).

3.14.4. Crews will comply with locally or HHQ-developed procedures during periods of extended maintenance. **(T-3)**

3.15. Debrief. In order to maximize operational and training value, crews will debrief alert activities. This activity is critical to build up the culture of continual learning. Reference AFTTP 3-3.ICBM for general guidance.

Chapter 4

OPERATIONS SCHEDULING AND CREW FORCE MANAGEMENT

4.1. Operations Scheduling. Adherence to safe operating procedures and Weapon System Safety Rules (WSSR) is mandatory and has prime consideration in the planning, scheduling, briefing, and conduct of all activities. Development of a comprehensive scheduling plan to manage personnel resources, training and certification requirements is critical for efficient operations.

4.1.1. To meet these requirements, schedules will be built to adhere to an Alert (A), Travel (T), O-day (O), followed by an optional day (X-day) construct.

4.1.1.1. The X-day can be anything the squadron commander needs to meet mission requirements (e.g., another alert, training day, Commander's Call, or another day off for the member).

4.1.1.2. There will be no alert or mandatory training events directed during a crew member's O-day. Crew members may request, in writing, voluntary training and use O-days for personally scheduled events. Requests for voluntary training must be approved by squadron leadership (Flight Commander or higher), documented in the TRB minutes, and maintained within the squadron. Crew members are considered on duty during their T-day and may be scheduled for events during duty hours at the discretion of their squadron leadership.

4.1.2. Supervisors for staff officers are expected to protect O-Days as mission requirements permit. This may include deferring the O-day until the weekend.

4.2. Scheduling Responsibilities.

4.2.1. Missile Squadrons will:

4.2.1.1. Schedule personnel to include attached Wing and Operations Group (OG) staff for alert and training, as necessary. (T-3)

4.2.1.2. Ensure all squadron LCCs are manned as required to support the mission. (T-3)

4.2.1.3. Coordinate with the OGV scheduler for required evaluations. (T-3)

4.2.1.4. Coordinate with other squadrons for required out of squadron support. (T-3)

4.2.1.5. Schedule all leave, temporary duty (TDY), personal days, etc. for squadron members. (T-3)

4.2.1.6. Perform schedule changes for squadron/attached non-OGV/Operations Support Squadron (OSS) members, as required, and notify affected personnel if the changes affect any event within 72 hours of the change. (T-3)

4.2.2. Operations Support Squadron will:

4.2.2.1. Schedule OSS personnel for alert. (T-3)

4.2.2.2. Schedule all OSS members for required training. (T-3)

4.2.2.3. Coordinate with the OGV scheduler for required evaluations. (T-3)

4.2.2.4. Schedule all leave, TDY, personal days, etc. for OSS members. (T-3)

4.2.2.5. Schedule all annual Preventative Health Assessments (PHA) for Combat Mission Ready (CMR) personnel. (T-3)

4.2.2.6. Publish and sign all AFGSC Form 246M amendments. (T-3)

4.2.2.7. Perform schedule changes for OSS/OGV/attached members, as required, and notify affected personnel if the changes affect any event within 72 hours of the change. (T-3)

4.2.2.8. Build and coordinate the MQT Schedule. (T-3)

4.2.2.9. Serve as initiating agency for the monthly MPT block allocation. Note: This is only to assign MPT blocks to squadrons for their usage. Missile Squadrons will schedule which crewmembers/instructors will be assigned to the block. (T-3)

4.2.2.10. Originate and publish the daily AFGSC Form 246M. The OSS will sign as the initiating agency. **Note:** The initiating agency does not specifically validate GO/NO-GO criteria; however, the initiating agency is responsible for ensuring Personnel Reliability Program (PRP) and Squadron Aviation Resource Management (SARM) personnel validate status of crew members prior to signing the 246M. (T-3)

4.2.2.11. Publish the daily AFGSC Form 246M(s) by close of business the duty day prior to going into effect. (T-3)

4.2.2.12. Publish the monthly schedule.

4.3. Crew Member Responsibility. The scheduling office publishes the schedule for each crew member. However, ultimate responsibility for obtaining training and other requirements rests with each crew member.

4.3.1. Crew members will ensure they are scheduled for, or have completed, currency and proficiency requirements IAW AFGSCI 13-5301v1 and the RTM. (T-2)

4.3.2. MCCMs will ensure they have a current PHA on file. (T-0)

4.3.3. Crews are prohibited from consuming alcoholic beverages 12 hours prior to reporting for duty. These restrictions also apply to MCCMs scheduled for backup alert duty, or dispatching to the field for any reason (e.g., field observation, courier duty, training alerts, etc.). Possessing or consuming alcoholic beverages is prohibited within the confines of any MAF or LF, and while en-route to or from duty in the missile complex. A failure by military members to observe the prohibitions and mandatory provisions in this paragraph is a violation of Article 92 of the Uniform Code of Military Justice.

4.3.4. Crews will use the AFGSC Form 3520I, *ICBM Time/Tour Data Form* to document all time while on alert, field evaluations and field visits. MCCMs will submit electronic or paper forms to the SARM office following each return from the missile field.

4.4. AFGSC Form 246M, *Missile Alert Duty Order (MADO).*

4.4.1. The Group Commander or designated Squadron Commander sends MCCs for alert via a AFGSC Form 246M derived from the monthly schedule.

4.4.2. Crews listed on the AFGSC Form 246M are authorized to pull alert at any LCC in the wing for which they are qualified. During Mission Planning, the Flight Lead may determine a site swap is necessary due to currency/proficiency. The Flight Lead will notify respective FSCs, MMOC, standby scheduler and squadron leadership of any site swaps prior to departure from MSB.

4.4.3. The Group Commander or designated Squadron Commander will sign the AFGSC Form 246M as the dispatching agency. (T-3)

4.4.4. If the AFGSC Form 246M is used to authorize the transfer of custody of nuclear weapons, then the unit must follow the guidance established in AFI 21-203, *Nuclear Accountability* to ensure the Operations Group Commander or designated Squadron Commander sign the AFGSC Form 246M. (T-0)

4.5. Crew Force Management. The goal is to maximize crew force experience while sustaining staff manning at an adequate level for unit programs. Personnel will be managed in two, three-year assignments. (T-3)

4.5.1. The first assignment will occur immediately following completion of initial skills training (IST), where the crew member will focus on becoming an experienced MCCM. Crew members will notionally be expected to progress from Deputy Missile Combat Crew Commander (DMCCC), to Missile Combat Crew Commander (MCCC), culminating as Mission Lead/Flight Lead MCCC. During this first operational tour there will also be the opportunity for crew members to serve as Deputy Assistant and Assistant Flight Commanders as outlined in **Attachment 2**.

4.5.2. The second three-year assignment will consist of crew members applying their weapon system knowledge as instructors, evaluators and/or flight commanders as outlined by **Attachment 2**.

4.6. Crew Positions.

4.6.1. A CMR crew consists of a MCCC and a DMCCC. The MCCC commands a two-person combat-ready crew during an alert. The DMCCC is second in command of an ICBM flight while on alert.

4.6.2. The MCCC is dual qualified.

4.7. Alert Construct and Requirements. Launch Control Centers are manned to conduct continuous operations to execute the nuclear mission.

4.7.1. The MCCC is responsible for the crew and all alert-related duties from reporting for alert duty until all materials are transferred to the appropriate agencies upon return from the complex to MSB. Under normal conditions, the MCC assumes command of the flight area and responsibility for operations when they sign for the Sealed Authentication System (SAS) documents. If SAS is not on site, the MCC assumes command upon notifying the command post (squadron, alternate, or wing) that changeover is complete.

4.7.2. Only CMR qualified crews will perform alert duty at an operational LCC. Non-CMR qualified personnel may perform alert actions at a shutdown LCC, provided they meet the necessary control requirements for that site. (T-2)

4.7.3. Only Mission Lead/Flight Lead certified crews will perform alert at the ACP or SCP. A crew posted to a shutdown ACP/SCP configured LCC is not performing any ACP/SCP alert duties; therefore, the crew does not have to be Mission Lead/Flight Lead certified or CMR provided they meet the necessary control requirements. If an ACP/SCP is shutdown for an extended period, Mission Lead/Flight Lead certified crews will be posted to the CLCC. (T-3)

4.8. Alert Credit. Alert credit will be awarded to CMR qualified MCCMs who assume command of the flight area with the intention of completing an alert period. (T-2)

4.8.1. For primary time in the weapon system, an alert period is 24 hours. The actual time will vary pending early or late departure of crews due to extenuating circumstances on base or inclement weather.

4.8.1.1. In circumstances requiring a MCCM to be removed from an alert prior to full alert completion (e.g., PRP issues, emergencies, etc.), squadron commanders will determine whether the portion of the alert qualifies for field pay purposes as well as for currency and proficiency credit based on what the MCCM accomplished.

4.8.2. For field pay purposes, an alert will count as 32 hours. All other field time (e.g., field phases) will be logged from departure of MSB to arrival back at MSB. For extended alert tours, 32 hours will be logged for the initial alert and 24 hours will be added for each additional day (e.g., a 48-hr alert = 56 hours).

4.8.3. Duty shifts at Vandenberg AFB in support of any 576th Flight Test Squadron testing or evaluation will count towards alert currency and proficiency requirements.

4.8.4. Mission Lead/Flight Lead certified crews will be awarded ACP/SCP alert duty credit for alert at an operational ACP/SCP or at a CLCC. Although a CLCC is not ACP/SCP configured, Mission Lead/Flight Lead duties and responsibilities are still required and are performed.

4.9. Alert Availability. The schedule is built to meet the primary mission (i.e., alerts) in the field. MCCMs will vary due to manning issues and states of readiness. Line crew members will have seven alert events each month as part of their duty requirements. Mission ops tempo may create a situation where seven alert events are not possible. In this situation the SQ/CC can adjust the requirements to meet the mission.

4.9.1. Crews are limited to a maximum of eight alert events (alerts and backup alerts) per month. This requirement can be adjusted with approval from the OG/CC or OG/CD to meet mission requirements.

4.9.2. The standard alert load for Company Grade Officer (CGO) CMR staff positions (i.e., Instructor, Evaluator, Flight Commander, etc.) is four alerts per month. This requirement can be adjusted with approval from the OG Commander or Deputy to meet mission requirements.

4.9.3. The standard alert load for CMR qualified FGOs and executive officers is two alerts per month. This requirement can be adjusted with approval from the OG Commander or Deputy to meet mission requirements.

4.9.4. In the case of extended alerts, every 24 hours in the field will count as an alert event. For example, an alert that is extended beyond 24 hours and into the next calendar day will count as an additional alert. For purposes of calculating time, the alert concludes when the

member returns to MSB and returns all classified material. Schedules will be adjusted accordingly.

4.9.5. In the case of multiple days in the field as part of an A1/A2, every 24 hours on duty in the field counts as an alert. When A1/A2 crews are utilized and a partial alert period occurs (e.g., 14 additional hours in the LCC), round to the nearest whole alert for the crew in the LCC (using normal mathematical rounding .5 or higher will be rounded up, etc.).

4.10. Backup Alert. Along with scheduled alerts, a MCC will be designated on the schedule for backup alert in the event a scheduled crew member is not able to perform the alert. **(T-3)**

4.10.1. Backup alert duty starts at 0600L on the assigned day and ends at 0600L the following day. Backup alert duty is to be treated as an alert event (e.g., crew members must be prepared, rested, and available to assume alert duties at any time if contacted).

4.10.2. Crew members assigned backup alert duty will not be called in from rest status until a requirement to replace an on-alert duty MCCM exists.

4.11. Crew Rest. The purpose of crew rest is to ensure the crew member is adequately rested before performing alert duties. Crew rest is free time, which includes time for meals, transportation, and sleep.

4.11.1. Crew rest is mandatory prior to performing alert duties or being administered an evaluation. Crew members must be given the opportunity for 12 hours of crew rest immediately prior to reporting for duty. (T-3)

4.11.2. Unusual circumstances, contingencies or emergencies may occur which require the OG commander or deputy commander to place a crew on duty that has not had 12 hours of crew rest. Every effort shall be made to ensure those MCCMs have a minimum of 8 hours of uninterrupted sleep.

4.12. Duties Not to Include Alert (DNIA). This process ensures individuals with medical conditions that could affect mission accomplishment, cause mission degradation, or endanger personnel safety do not perform operational duties. (T-0)

4.12.1. Personnel assigned to CMR positions who fail to meet the applicable medical standards established in AFI 48-123, *Medical Examinations and Standards*, will be placed in DNIA status and will not perform CMR duties on real-world systems.

4.12.2. Per Medical Standards Directory (MSD), 29 May 2017, J57, remove pregnant crew members from alert duty after 24 weeks gestation or earlier if experiencing pregnancy complications.

4.12.3. Pregnant crew members should continue to receive their required monthly training up to their date of delivery, as medical circumstances allow.

Chapter 5

OPERATIONAL TESTS, EXERCISES AND INSPECTIONS

5.1. General Information. Exercises and tests, as outlined in paragraph **5.2**., are necessary to maintain crew force proficiency. However, exercises, tests and inspections also provide collection agencies with important data needed to validate the operation of the weapon system.

5.1.1. During an exercise or test, MCCMs on alert will participate and follow directives to the maximum extent possible. (T-3)

5.1.2. The MCCMs will not jeopardize operational mission requirements to accomplish test or exercise actions. Real-world emergencies or priorities may dictate that a crew needs to withdraw from a test or exercise. The MCCMs will coordinate with the Mission Lead or Flight Lead and all appropriate agencies to cancel, postpone or withdraw from a test or exercise. When priority actions are complete, the MCC will resume participation as applicable.

5.2. Weapon System Tests and Exercises Requiring Crew Member Participation. Crews will become familiar with the procedures for all tests and exercises in which they can expect to participate. **(T-3)**

5.2.1. Continuing Evaluation Program (CEP). Crews will receive periodic CEP communications tests from USSTRATCOM. CEP testing is used by HHQ to gather reliability data. (T-0)

5.2.2. OLYMPIC PLAY. OLYMPIC PLAY tests are initiated locally to assess missile alert force readiness. Checklists and procedures developed for OLYMPIC PLAY tests will be in accordance with AFGSCI 99-102, *Intercontinental Ballistic Missile (ICBM) Operational Test and Evaluation (OT&E)*.

5.2.3. OLYMPIC TALON. OLYMPIC TALON exercises are initiated to assess HHQ reporting requirements. Although unlikely, MCCMs may receive injects directing them to participate in this action. Refer to EAP-STRAT Volume 12, *Operations Reporting Requirement* for more information regarding OLYMPIC TALON.

5.2.4. Communications exercises. Communications Exercises examine assets and procedures to provide end-to-end connectivity, from warning sensors to national decision-makers, to executing forces through the National Military Command System.

5.2.5. Giant Ball. Giant Ball tests are periodically conducted to test Ultra High Frequency (UHF) line of sight (LOS) communications between the Airborne Launch Control System (ALCS) and the UHF radio drawer at each LF. Additionally, UHF voice communication is tested between the ALCS and LCCs. Crews will use the checklist developed by the 625th Strategic Operations Squadron (STOS) when performing a Giant Ball test. **(T-2)**

5.2.6. Security Exercises. Security exercises may evaluate security forces or the entire security alarm system, to include the MCC. Reference DoDMS-5210.41_AFMAN31-108V3_AFGSCSUP, *(U) Nuclear Weapon Security Manual: Nuclear Weapon Specific Requirements,* Section 5 for information on exercises.

5.2.6.1. Crews are required to react to all weapon system indications as well as any additional inputs provided by the initiating/participating individuals, to include upgrading security situations, for the duration of the exercise.

5.2.6.2. Crews will not accomplish LCC Manual Hardening Procedure for exercises at the MAF.

5.2.7. Higher Headquarters and Joint Exercises. United States Strategic Command (USSTRATCOM) and AFGSC exercises are conducted to demonstrate the ability of nuclear forces to execute operation plan (OPLAN) procedures and nuclear command, control and communication (NC3) processes. MCCMs shall receive exercise intelligence briefings (Road to Conflict and Exercise Current Intelligence Updates) as directed by the Senior Intelligence Officer (SIO) and/or OSS/CC per AFGSCI 14-203 MMIII and AFGSCI 13-5301 Vol 1.

5.3. Staff Assistance Visits (SAV). Wing Commanders may request assistance from HQ AFGSC, 20 AF or other wings to review programs for compliance with standards.

5.3.1. Units will coordinate with HHQ SAV team or other units to determine the programs and depth of the review.

5.3.2. Unit SAVs will be documented.

5.3.3. Nuclear Surety SAVs (NSSAVs) will be conducted in accordance with AFI 91-121_AFGSCSUP, *Nuclear Surety Staff Assistance Visit (NSSAV) Program*. **(T-2)**

Chapter 6

ADDITIONAL OPERATIONAL LIMITS, RESTRICTIONS AND PROCEDURES

6.1. NetLink Usage. The LCC Netlink platform is a government-provided system for conducting authorized government business and contributes to the morale of the MCC in the LCC. Usage will be in accordance with AFI 33-129, *Web Management and Internet Use*. **(T-0)**

6.1.1. Crews will practice proper Information Security (INFOSEC), COMSEC, computer security (COMPUSEC) and Operations Security (OPSEC) at all times. Do not discuss or reveal information about the planning and conduct of sensitive or combat-related operations in email or other electronic LCC NetLink transmissions. NetLink is not authorized for classified information. (T-0)

6.1.2. Crews will use sound, professional judgment in determining whether or not the use of LCC NetLink will impact their alert responsibilities.

6.2. Modification Proposal. The AF Form 1067, *Modification Proposal*, is used to propose a software or hardware modification. The OGV will be responsible for collecting all AF Form 1067s and is the final local approving or disapproving authority for all AF Form 1067s initiated for REACT discrepancies and modifications. The OGV will forward approved AF Form 1067s to 20 AF/A3.

6.2.1. Anyone may propose changes to the REACT system or report software anomalies using an AF Form 1067. The process used to make a change is dependent on the urgency of the change. There are three types of changes: Emergency, Urgent, and Routine.

6.2.1.1. Emergency changes are changes that must be made immediately in order for the REACT system to function. Examples of emergency changes are software anomalies that prevent proper EAP commit or anything that causes the REACT console to be non-functional.

6.2.1.1.1. Any request to change or modify any portion of the LCC hardening configuration is categorized as an emergency change and must be done by submitting an AF Form 1067, *Modification Proposal*, through OGV for approval coordination. Final approval authority will be 20 AF/A3 in coordination with HQ AFGSC/A3X.

6.2.1.1.2. Notify 20 AF/A3 of emergency changes within 6 hours of discovery. Initial notification may be made by phone, with the AF Form 1067 FAX or e-mail to follow. After duty hours and on weekends or holidays, contact 20 AF/A3 through the TF 214 Operations Center.

6.2.1.1.3. 20 AF/A3 will immediately notify HQ AFGSC/ A3X that an emergency change is in work. Within 6 hours, HQ AFGSC/ A3X will notify the Air Force Nuclear Weapons Center (AFNWC) ICBM Systems Division and Higher Authority Communication/Rapid Message Processor Element (HAC/RMPE) Software Support Facility (HSSF) of the required change and then FAX or e-mail the approved AF Form 1067.

6.2.1.1.4. Special procedures may be necessary while some emergency changes are in work. 20 AF/A3 will determine when special procedures are necessary and, after coordination with AFGSC/A3O, will forward instructions to units.

6.2.1.2. Urgent changes are changes that do not fit the emergency criteria but are serious enough to warrant change without unnecessary delay.

6.2.1.3. Routine changes are changes that will improve system performance but are not necessary to mission accomplishment.

6.2.1.4. All urgent and routine changes are forwarded to 20 AF/A3 for incorporation by the unit approval authority. 20 AF/A3 will approve all AF Forms 1067 and forward valid changes to HQ AFGSC/ A3X, who will forward approved changes to the AFNWC ICBM Systems Division.

6.2.2. The HAC/RMPE Concept for Software Support (CSS) details the change process for the HAC/RMPE software. The CSS for HAC/RMPE software is an agreement between HQ AFGSC/ A3X /A3T/A5/A6, 532 TRS/CC, and the AFNWC ICBM Systems Division.

6.2.3. For LCC configuration modification, 20 AF/A3 will route modification requests through the appropriate 20 AF/A4 office. From there, the forms are forwarded to HQ AFGSC/A4 and Ogden Air Logistics Center (OO-ALC) at Hill AFB. The OO-ALC maintains configuration control over the MAJCOM's equipment and is the final determining authority for modification approval.

6.3. Operations Review Boards (ORB). 20 AF will establish an ORB process to conduct an investigation to determine the cause of any abnormal system response. Examples of circumstances requiring an ORB include: major system degradation, indications of erroneous system response/procedures with significant mission impact, and significant events where the cause cannot be determined by initial assessment or when corrective action is beyond minimal retraining or minor procedural changes. (T-2)

6.3.1. The ORB convening authority is typically 20 AF/A3 however, 20 AF/CC or 20 AF/CV also retain authority to convene ORBs. ORB composition is at the discretion of the convening authority. Inform HQ AFGSC/A3T via memorandum when an ORB is convened (electronic versions are acceptable).

6.3.1.1. When to convene, composition, and report format will be left to unit discretion; however, the ORB should recommend corrective action(s) and suggest improvements to prevent a reoccurrence.

6.3.1.2. Unless directed by other DoD, Air Force, MAJCOM, or other agency, units will ensure 20 AF/A3 receives a copy of the ORB report.

6.3.1.2.1. The ORB report will be approved at the next organizational level above the convening authority. Send copies of ORB report to 20 AF/A3 and HQ AFGSC/A3T. Unclassified electronic versions are acceptable and should be sent to AFGSC.A3T.Workflow.1@us.af.mil and **20AF.DO@us.af.mil**. Related classified information (up to SECRET) should be sent via SIPRnet to usaf.barksdale.afgsc.mbx.afgsc-a3t-workflow@mail.smil.mil.

6.3.1.2.2. Forward an unclassified copy of ORB report documenting safety-related problems to HQ AFGSC/SEW at AFGSCSEWWorkflow@us.af.mil. Related

classified information (up to SECRET) should be sent via SIPRnet to usaf.barksdale.afgsc.mbx.afgsc-sew-workflow@mail.smil.mil.

6.4. Initial Operational Capability (IOC) for New or Upgraded Systems. Prior to IOC, the wing/group ensures operations, training, standardization, evaluation, and crew force management programs are developed and managed to provide adequate support to the new or upgraded system operations. The unit commander will report this status using Air Force Input Tool (AFIT) criteria (see AFI 10-201, *Force Readiness Reporting*). Initial Operational Capability declaration for AFGSC systems are managed in accordance with AFGSCI 10-602, *AFGSC Operational Capabilities Requirements Management*. **(T-0)**

GENTRY W. BOSWELL
Brigadier General, USAF
Director of Operations and Communications

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTIVE INFORMATION

References

AFGSCI 13-5301v1, *Rapid Execution and Combat Targeting (REACT) Crew Training and Certification,* 1 February 2018

AFGSCI 13-5301v2, *Rapid Execution and Combat Targeting (REACT) Crew Standardization and Evaluation,* 1 February 2018

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EAP-STRAT Volume 8, *ICBM and ALCS Procedures (U),* 1 October 2017

EAP-STRAT Volume 12, Nuclear *Operations Reporting*, 1 October 2017

EAP-STRAT Volume 16, *ICBM Code Component Control Policy and Procedures*, 1 December 2016

NSA DOC-009-13, *Operational Security Doctrine for the Control and Management of COMSEC Material Produced for the ICBM MECS MEED Equipment*, 1 November 2013

T.O. 00-5-1, *Air Force Technical Order System,* 1 April 2014

T.O. 00-5-2, *Air Force Technical Order Distribution System*, 1 April 2001

T.O. 21M-LGM30F-12, *Special Maintenance-Modification, Safety and Electromagnetic Interference Provisions; Wings I, III, V and VAFB*, 24 March 2010

T.O. 21M-LGM30G-1-23, *Communication and Ancillary Equipment (REACT)*

T.O. 21M-LGM30G-1-24, *Minuteman Weapon System*

Prescribed Forms

AFGSC Form 61, *Classified Material Daily Shift Inventory*

AFGSC Form 246M, *Missile Alert Duty Order (MADO)*

AFGSC Form 3520I, *ICBM Time/Tour Data Form*

AFGSC Form 524, *Missile Combat Crew Log*

Adopted Forms

AF Form 1067, *Modification Proposal*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 979, *Danger Tag*

AF Form 980, *Caution Tag*

AF Form 981, *Out of Order Tag*

AF Form 982, *Do Not Start Tag*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AFCOMSEC Form 16, *COMSEC Account Daily Shift Inventory*

AFGSC Form 246, *Multiple Dispatch Pre Dispatch/Approved Dispatch Notification*

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

Abbreviations and Acronyms

ABU—Airman Battle Uniform

ACP—Alternate Command Post

AFGSC—Air Force Global Strike Command

AFGSCI—Air Force Global Strike Command Instruction

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

ALCS—Airborne Launch Control System

CE—Civil Engineering

CEP—Continuous Evaluation Program

CLCC—Controlling Launch Control Center

CMR—Combat Mission Ready

COMPUSEC—Computer Security

COMSEC—Communication Security

CSS—Concept for Software Support

DMCCC—Deputy Missile Combat Crew Commander

DNIA—Duties Not to Include Alert

DoD—Department of Defense

EAL—Entry Authority List

EAP—Emergency Action Procedures

FDU—Flight Dress Uniform

FM—Facility Manager

FSC—Flight Security Controller

GMV—Government Motor Vehicle

HAC—Higher Authority Communication

HHQ—Higher Headquarters

HQ—Headquarters

HSSF—HAC/RMPE Software Support Facility

ICBM—Intercontinental Ballistic Missile

ID—Identification

IG—Inspector General

INFOSEC—Information Security

IOC—Initial Operational Capability

LCC—Launch Control Center

LCEB—Launch Control Equipment Building

LF—Launch Facility

MADO—Missile Alert Duty Order

MAF—Missile Alert Facility

MAJCOM—Major Command

MCC—Missile Combat Crew

MCCC—Missile Combat Crew Commander

MCCM—Missile Combat Crew Member

MECS—Missile Entry Control System

MEED—Missile Electronic Encryption Device

MEP—Minuteman Enhanced Procedures

MFCC—Missile Field Control Center

MILE—Minuteman Integrated Life Extension

MMOC—Missile Maintenance Operations Center

MPT—Missile Procedures Trainer

MSB—Missile Support Base

MSC—Missile Security Control

MW—Missile Wing

NC3—Nuclear Command, Control and Communication

NWC—Nuclear Weapons Center

OES—Operator Entered Status

OG—Operations Group

OGV—Operations Group Standardization and Evaluation Office

OO-ALC—Ogden Air Logistics Center

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

OPSEC—Operations Security

ORB—Operations Review Board

OSS—Operations Support Squadron

PCM—Positive Control Material

PHA—Preventative Health Assessment

PLCC—Primary Launch Control Center

PMC—Partially Mission Capable

PRP—Personnel Reliability Program

RDS—Records Disposition Schedule

REACT—Rapid Execution and Combat Targeting

RMPE—Rapid Message Processor Element

SARM—Squadron Aviation Resource Management

SAS—Sealed Authentication System

SAV—Staff Assistance Visit

SCP—Squadron Command Post

SQ—Squadron

SORTS—Status of Resources and Training System

SRE—Security Reaction Exercise

STOS—Strategic Operations Squadron

T.O—Technical Order

TDY—Temporary duty

TF—Task Force

TODA—Technical Order Distribution Account

TODO—Technical Order Distribution Office

TRS—Training Squadron

UHF—Ultra High Frequency

USSTRATCOM—United States Strategic Command

VHF—Very High Frequency

WCP—Wing Command Post

WSSR—Weapon System Safety Rule

Attachment 2

ROLES AND RESPONSIBILITIES

A2.1. Responsibilities. The responsibilities listed in this attachment have been derived from explicit responsibilities listed in AFGSCI13-5301 volumes 1-5 as well as inherent roles based on the duty position. This is not an all-inclusive list of responsibilities.

A2.2. Wing Commander (MW/CC). The MW/CC will:

A2.2.1. Typically be a core 13N officer, qualify, and maintain no less than Basic Mission Knowledge (BMK) status as an experienced crew commander IAW AFGSCI 13-5301v1 (T-2). The experienced crew commander category is in reference to Ready ICBM Program Tasking Memorandum (published annually). If a 13N, MW/CC will be instructor and evaluator qualified by virtue of the position.

A2.2.2. Provide combat capable forces in order to meet USSTRATCOM requirements in OPORD Global Citadel and to USNORTHCOM as required.

A2.2.3. Certify the Vice Commander, OG/CC and any other qualified wing staff personnel as BMK/BMC/CMR as required IAW AFGSCI 13-5301v1. Additionally, the missile squadron Commander is responsible for members training and requirements and will document qualifications. This can be delegated no lower than the Vice Commander.

A2.3. Vice Wing Commander (MW/CV). The MW/CV will:

A2.3.1. Typically be a core 13N officer, qualify, and maintain at least BMK status as an experienced crew commander IAW AFGSCI 13-5301v1 (T-2). If a 13N, MW/CV will be instructor and evaluator qualified by virtue of the position.

A2.3.2. Assist the MW/CC in the leadership, supervision, and training of assigned personnel.

A2.4. Operations Group Commander (OG/CC). The OG/CC will:

A2.4.1. Typically, be a core 13N officer and qualify and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1. If a 13N, OG/CC will be instructor and evaluator qualified by virtue of the position. (T-3)

A2.4.2. Ensure forces are combat ready in order to execute the wing mission.

A2.4.3. Establish the unit missile combat crew member evaluation program.

A2.4.4. Qualify/certify personnel in the direct reporting chain as CMR, Mission Lead/Flight Lead, instructors, and evaluators, as applicable, IAW AFGSCI 13-5301v1 and AFGSCI 13-5301v2. This can be delegated no lower than the Deputy Group Commander.

A2.4.5. Chair Standardization/Evaluation Board (SEB). Send SEB reports to 20 AF/A3NV and AFGSC/A3TV for trend-tracking across the ICBM force.

A2.4.6. Chair Group Training Review Board (TRB). Send TRB reports to 20 AF/A3NV and AFGSC/A3TV for trend-tracking across the ICBM force.

A2.4.7. Establish training flights/sections in accordance with the unit manning document (UMD) in order to develop and maintain training programs.

A2.4.8. Ensure standardization of operations procedures and training programs wherever feasible among subordinate units. Training responsibilities may be delegated to subordinate SQ/CCs.

A2.4.9. Review all new or changed publications for impacts on operations procedures and training programs.

A2.4.10. Ensure operational units establish an IST graduate training verification process to provide feedback to the 532 TRS.

A2.4.11. Establish a testing facility for use during crew member requisite examinations. A suitable testing facility is one that provides a quiet, distraction-free environment and allows easy monitoring of examinees by examination proctors.

A2.4.12. Ensure crew preparation facilities and materials are maintained and available. When practical, support agencies will provide materials and information directly to dispatching MCCs.

A2.4.13. Appoint Subject Matter Experts (SME) for new or upgrade system requirements.

A2.4.14. Coordinate best practices with 20 AF/A3 and the other Operations Groups.

A2.5. Deputy Operations Group Commander (OG/CD). The OG/CD will:

A2.5.1. Typically be a core 13N officer, qualify, and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1. If a 13N, OG/CD will be instructor and evaluator qualified by virtue of the position. (T-2)

A2.5.2. Assist the OG/CC in the leadership, supervision, and training of assigned personnel.

A2.6. Chief, ICBM Standardization and Evaluation. The Chief OGV will:

A2.6.1. Be a core 13N officer, qualify, and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.6.2. Maintain instructor qualification IAW AFGSCI 13-5301v1.

A2.6.3. Maintain evaluator qualification IAW AFGSCI 13-5301v2.

A2.6.4. Execute the missile combat crew standardization and evaluation program.

A2.6.5. Ensure scripts are written and programmed for use in MPT evaluations for all required weapon system, codes and EAP events.

A2.6.6. Develop Secure Question data Bank (SQB).

A2.6.7. Ensure production of closed-book and open-book examinations for use during crew member requisite examinations.

A2.6.8. Ensure standardization of evaluation practices and operations procedures wherever practical among operations group units.

A2.6.9. Ensure evaluator CMR currency and proficiency is maintained IAW RTM.

A2.6.10. Establish unit no-notice program to include both MPT and LCC evaluations.

A2.6.11. Review all new or changed publications for impacts on operations procedures, standardization, and evaluation programs.

A2.6.12. Coordinate on locally developed publications (operating instructions (OIs), supplements, etc.).

A2.6.13. Be the final unit authority for deviation determination at the wing.

A2.6.14. Develop and administer the evaluator training program for evaluator qualification and to maintain evaluator currency.

A2.6.15. Recommend evaluators for qualification or removal from qualification to OG/CC or CD.

A2.6.16. Maintain evaluation folders for each CMR qualified individual. Conduct SEBs and document IAW AFGSCI 13-5301v2.

A2.6.17. Develop local procedures when operations fall outside existing technical orders and HHQ regulations or checklists.

A2.6.18. Collect all AF Form 1067s and is the final local approving authority for all AF Form 1067s initiated for REACT discrepancies and modifications.

A2.7. Assistant Chief OGV (OGV/AOGV). The AOGV will:

A2.7.1. Be a core 13N officer, qualify, and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.7.2. Maintain instructor qualification IAW AFGSCI 13-5301v1.

A2.7.3. Maintain evaluator qualification IAW AFGSCI 13-5301v2.

A2.7.4. Assist the Chief, OGV in the leadership, supervision, and training of assigned personnel.

A2.8. Chief, OGV Evaluation Scenarios (OGV/OGVS)

A2.8.1. Be a core 13N officer, qualify, and maintain CMR Evaluator status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.8.2. Authors and programs monthly scripts for use in simulator evaluations for all required weapon system, codes and EAP Event IDs.

A2.8.3. Authors and programs special scripts for use in simulator evaluations for required corrective actions and/or no-notice evaluations.

A2.9. Chief, OGV Operations (OGV/AOGO)

A2.9.1. Be a core 13N officer, qualify, and maintain CMR Evaluator status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.9.2. Ensures standardization of operations procedures wherever practical among operations group units.

A2.10. Chief, OGV Procedures (OGV/OGVP)

A2.10.1. Be a core 13N officer, qualify, and maintain CMR Evaluator status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.10.2. Develops standard crew procedures for special wing missions (e.g., Code Change, HSEP, SELM, LCC Deposture/Reposture, etc.)

A2.11. ICBM Evaluator Combat Crew Commander

A2.11.1. Be a core 13N officer, qualify, and maintain CMR Evaluator status as an experienced crew commander and qualified instructor IAW AFGSCI 13-5301v1.

A2.11.2. Plans and conducts LCC and MPT evaluations.

A2.11.3. Conducts stan/eval ops for ICBM personnel to support weapon system operations and wing's warfighting mission.

A2.12. OSS Squadron Commander (OSS/CC). The OSS Commander will:

A2.12.1. Typically be a core 13N officer, qualify, and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.12.2. Be instructor qualified by virtue of their position, if a core 13N or eligible based on previous ICBM operations experience.

A2.12.3. Be evaluator qualified by virtue of their position, if a core 13N or eligible based on previous ICBM operations experience.

A2.12.4. Develop OG training programs, to include the standardized instructor training program, and support unit SQ/CCs in its implementation.

A2.12.5. Ensure assigned personnel maintain CMR instructor currency and proficiency.

A2.12.6. Qualify/certify personnel in the direct reporting chain as CMR, Mission Lead/Flight Lead, and instructors IAW AFGSCI 13-5301v1. This can be delegated no lower than the Squadron Operations Officer.

A2.12.7. Controls and distributes USSTRATCOM OPLAN documents.

A2.13. OSS Operations Officer (OSS/DO): The Operations Officer will:

A2.13.1. Typically be a core 13N officer, qualify, and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.13.2. Be instructor qualified by virtue of their position, if a core 13N or eligible based on previous ICBM operations experience.

A2.13.3. Be evaluator qualified by virtue of their position, if a core 13N or eligible based on previous ICBM operations experience.

A2.13.4. Assist the OSS/CC in the leadership, supervision, and training of assigned personnel.

A2.13.5. De-conflict scheduled resources amongst squadrons to include MEP, MPT, alert, and classroom resources.

A2.13.6. Be responsible for day-to-day operations, process management, personnel management and training requirements to accomplish the unit mission.

A2.13.7. Support the OSS/CC in the development and implementation of the OG training program IAW AFGSCI 13-5301v1 & RTM.

A2.14. OSS ADO Codes (OSS/OSB). The ADO Codes will:

A2.14.1. Be a core 13N officer, qualify and maintain BMK status IAW the AFGSCI 13-5301v1. (T-3)

A2.14.2. Certify and maintain code controller status IAW AFGSCI 13-5301v5.

A2.14.3. Be the Senior Code Controller and responsible for all duties IAW EAP-STRAT Vol 16 and AFGSCI 13-5301v5.

A2.15. Flight Commander, ICBM Codes Operations (OSS/OSBB). The OSBB will:

A2.15.1. Be a core 13N officer, qualify, and maintain BMK status IAW AFGSCI 13-5301v1. (T-3)

A2.15.2. Certify and maintain code controller status IAW AFGSCI 13-5301v5.

A2.15.3. Be responsible for the daily operations in the codes vault and shielded enclosure.

A2.16. Chief, ICBM Codes Training (OSS/OSBT). The OSBT will:

A2.16.1. Be a core 13N officer, qualify, and maintain BMK status IAW AFGSCI 13-5301v1.

A2.16.2. Certify and maintain codes instructor status IAW AFGSCI 13-5301v5.

A2.16.3. Be responsible for the production of all wing codes training products.

A2.17. Chief, ICBM Codes Standardization & Evaluation (OSS/OSBV). The OSBV will:

A2.17.1. Be a core 13N officer, qualify, and maintain BMK status IAW AFGSCI 13-5301v1.

A2.17.2. Certify and maintain codes controller status IAW AFGSCI 13-5301v5.

A2.17.3. Responsible for Codes quality assurance program IAW EAP-STRAT Vol 16 and AFGSCI 13-5301v5.

A2.18. ICBM Codes Controllers (OSS/OSBB). All 13N Codes Controllers will:

A2.18.1. Be a core 13N officer, qualify, and maintain BMK status IAW AFGSCI 13-5301v1.

A2.18.2. Certify and maintain codes controller status IAW AFGSCI 13-5301v5.

A2.19. ICBM Codes Team Chief. All 13N Codes Team Chiefs will:

A2.19.1. Be a core 13N officer, qualify, and maintain BMK status IAW AFGSCI 13-5301v1.

A2.19.2. Certify and maintain codes controller status IAW AFGSCI 13-5301v5.

A2.20. OSS ADO Current Operations (OSS/OSX). The ADO Current Operations will:

A2.20.1. Be a core 13N officer, qualify, and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.20.2. Maintain instructor qualification IAW AFGSCI 13-5301v1.

A2.20.3. If applicable, maintain evaluator qualification IAW AFGSCI 13-5301v2.

A2.20.4. Be responsible for wing matters pertaining to contingency plans, alert force, all targeting operations, and materials management.

A2.20.5. Publish, post, and monitor schedules for the crew force.

A2.20.6. Provide necessary targeting support publications to the ADO, Weapons and Tactics.

A2.20.7. Accomplish primary PC custodian duties.

A2.20.8. Act as the OPR for security, control, receipt, review, validation, preparation, and distribution of USSTRATCOM OPLAN generation and targeting related documents.

A2.20.9. Perform duties of the Target Materials Control Officer (TMCO).

A2.20.10. Monitor Strategic Automated Command and Control Systems (SACCS) interconnectivity for retargeting purposes and status of assigned ICBMs.

A2.20.11. Ensure operational mission and EAP impacts relative to LCC and LF launch and Remote Data Change (RDC) capability are monitored.

A2.20.12. Ensure the accuracy of hardware configuration and MSORTIE reports on unit sorties to ensure compliance with the current USSTRATCOM OPLAN documents.

A2.20.13. Attend unit EAP generation meetings during higher levels of readiness.

A2.20.14. Monitor and coordinate daily maintenance activities to ensure compliance with JPIC directives.

A2.20.15. Review Missile Maintenance Operations Center (MMOC) and Wing Command Post (WCP) Strategic Forces Accounting Module (SFAM) and Force Status/Readiness training products.

A2.20.16. Maintain the VCB database, FDMs, and JPIC files.

A2.20.17. Coordinate EAP targeting requirements with unit staff agencies.

A2.21. Chief, ICBM Targeting Training (OSS/OSXT). The Chief of Targeting will:

A2.21.1. Be a core 13N officer, qualify, and maintain CMR status IAW AFGSCI 13-5301v1.

A2.21.2. Perform Target Materials Control Officer Duties.

A2.21.3. Assist in coordination of EWO targeting requirements with unit staff agencies.

A2.21.4. Be the Wing OPR for targeting related materials.

A2.22. ICBM Targeting Planner (OSS/OSXT). Targeting Planners will:

A2.22.1. Be a core 13N officer, qualify, and maintain CMR status IAW AFGSCI 13-5301v1.

A2.22.2. Perform Target Materials Control Officer Duties.

A2.22.3. Assist in coordination of EWO targeting requirements with unit staff agencies.

A2.22.4. Be responsible to the Chief, ICBM Targeting.

A2.23. OSS ADO Weapons and Tactics (OSS/OSK). The OSS/OSK will:

A2.23.1. Be a core 13N officer, qualify, and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.23.2. Be a graduate of ICBM Weapons Instructor Course.

A2.23.3. Maintain instructor qualification IAW AFGSCI 13-5301v1.

A2.23.4. Maintain evaluator qualification IAW AFGSCI 13-5301v2.

A2.23.5. When fulfilling role as Wing Weapons Officer, be the wing OPR for weapons and tactics program, guidance, and policy.

A2.23.6. When fulfilling role as Wing Weapons Officer, liaise with wing organizations for integrated mission execution/field events, cross-functional debrief.

A2.23.7. When fulfilling role as Wing Weapons Officer, be the OPR for exercise planning and coordination, mission planning process.

A2.23.8. Conduct group-level training review boards and tactics review boards and consolidate inputs from squadron TRB.

A2.23.9. Ensure standardized training practices among group and squadron instructors.

A2.23.10. Oversee training material development to meet requirements identified in AFGSCI 13-5301v1, ICBM REACT Training and Certification, new equipment and modifications, instructor upgrades and approves all materials for use.

A2.23.11. Coordinate integrated training with other groups as applicable or as needed to improve mission effectiveness.

A2.23.12. Develop and implement EAP support publications as required.

A2.23.13. Function as the OPR for the Commander's EAP certification briefing.

A2.24. Chief, ICBM Training Scenarios (OSS/OSKKS). The Chief of ICBM Training Scenarios will:

A2.24.1. Be a core 13N officer, qualify, and maintain CMR Instructor status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.24.2. Develops OSS standardized scripts for MPTs.

A2.24.3. Develops and maintains flex script for MPTs.

A2.24.4. Develops and maintains specialty scripts for MPTs.

A2.24.5. Ensure MPTs are configured correctly.

A2.25. Chief, ICBM Training Products (OSS/OSKKC). The Chief of Training Products will:

A2.25.1. Be a core 13N officer, qualify, and maintain CMR Instructor status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.25.2. Develops pre-MPT and quarterly classroom training products.

A2.25.3. Develops and executes specialized training.

A2.25.4. Develops self-study materials.

A2.26. Chief, ICBM EAP Instruction (OSS/OSKKT)

A2.26.1. Be a core 13N officer, qualify, and maintain CMR Instructor status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.26.2. Develop EAP related material for inclusion in training scenarios and products.

A2.26.3. Develop specialized training for EAP related material & act as SME for EAP related issues.

A2.26.4. Be the wing OPR for EAP-STRAT Vols as applicable to crew EAP.

A2.27. Flight Commander, ICBM Weapons and Tactics (OSS/OSKK). The Weapons and Tactics Flight Commander will:

A2.27.1. Be a core 13N officer, qualify, and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.27.2. Be a graduate of ICBM Weapons Instructor Course.

A2.27.3. Maintain instructor qualification IAW AFGSCI 13-5301v1.

A2.27.4. Maintain evaluator qualification IAW AFGSCI 13-5301v2.

A2.27.5. Develop training materials for combat mission and training requirements IAW AFGSCI 13-5301v1 and AFGSCI 13-5301v4.

A2.27.6. Coordinate with squadron weapons and tactics flights during development and review of all training materials.

A2.27.7. Develop standardized training practices and administer instructor training to group and squadron instructors.

A2.27.8. Conduct qualification observations for OSS instructor trainees.

A2.28. Flight Commander, ICBM Scheduling (OSS/OSXS). The Chief of Scheduling will be responsible as listed in **Paragraph 4.2.2**. and all sub-paragraphs.

A2.29. ICBM Operations Crew Scheduler (OSS/OSXS). Operations Crew Schedulers will be responsible to the Chief, ICBM Scheduling and as listed in **Paragraph 4.2.2**. and all sub-paragraphs.

A2.30. Chief, ICBM Combat Crew Communications (OSS/OSXC). Operations group COMSEC officer; provides peacetime and EAP communications support to the missile wing.

A2.30.1. Responsible for receipt, accounting, control, issue, recovery and destruction of NSA communications documents.

A2.30.2. Maintains EAP communication for 15 launch control centers.

A2.30.3. Develops/conducts initial & recurring proficiency COMSEC training for ICBM crews and staff members.

A2.31. ICBM Instructor Combat Crew Commander (OSS/OSKKS/C/T). Conducts LCC, MPT and classroom training.

A2.31.1. Be a core 13N officer, qualify, and maintain CMR and instructor status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.31.2. Develops training materials to maintain proficiency of OG combat-ready crew and senior staff officers.

A2.32. Missile Squadron Commander (SQ/CC). The missile squadron commander will:

A2.32.1. Typically be a core 13N officer, qualify, and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.32.2. Be instructor qualified by virtue of their position.

A2.32.3. Be evaluator qualified by virtue of their position.

A2.32.4. Maintain combat capable forces in order to execute the mission.

A2.32.5. Chair squadron TRB.

A2.32.6. Ensure crew preparation facilities and materials are maintained and available.

A2.32.7. Ensure squadron schedulers post and monitor schedules.

A2.32.8. Qualify/certify personnel in the direct reporting chain as CMR, Mission Lead/Flight Lead, and instructors IAW AFGSCI 13-5301v1. This can be delegated no lower than the Squadron Operations Officer.

A2.32.9. Be responsible for their unit's training IAW AFGSCI 13-5301v1 and RTM.

A2.32.10. Maintain and document crew member currency and proficiency IAW AFGSCI 13-5301v1 and RTM.

A2.33. Operations Officer (SQ/DO). The SQ/DO will:

A2.33.1. Typically be a core 13N officer, qualify, and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.33.2. Be instructor qualified by virtue of their position.

A2.33.3. Be evaluator qualified by virtue of their position.

A2.33.4. Assist the SQ/CC in the leadership, supervision, and training of assigned personnel.

A2.33.5. De-conflict scheduled resources amongst squadrons to include MEP, MPT, alert, and classroom resources.

A2.33.6. Be responsible for day-to-day operations, process management, personnel management and training requirements to accomplish the unit mission.

A2.33.7. Support the SQ/CC in the development and implementation of the squadron's training program IAW AFGSCI 13-5301v1 & RTM.

A2.34. Assistant Operations Officer (SQ/ADO). The Assistant Operations Officer will:

A2.34.1. Be a core 13N officer, qualify, and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.34.2. Maintain instructor qualification IAW AFGSCI 13-5301v1.

A2.34.3. Maintain evaluator qualification IAW AFGSCI 13-5301v2.

A2.34.4. Assist the SQ/CC in executing their responsibility for day-to-day operations, process management, personnel management and training requirements to accomplish the unit mission.

A2.34.5. Integrate current operations with maintenance and security forces operations to maximize unit combat capability.

A2.34.6. Be responsible for changes to the published schedule.

A2.35. Flight Commander or Chief, Weapons and Tactics (SQ/DOW). SQ/DOW will:

A2.35.1. Be a core 13N officer, qualify, and maintain CMR status as an experienced crew commander IAW AFGSCI 13-5301v1.

A2.35.2. Be a graduate of ICBM Weapons Instructor Course.

A2.35.3. Maintain instructor qualification IAW AFGSCI 13-5301v1.

A2.35.4. Maintain evaluator qualification IAW AFGSCI 13-5301v2.

A2.35.5. Develop and execute squadron Tactics Improvement Proposal (TIP) process and conduct Tactics Review Board.

A2.35.6. Support mission planning for operational and exercise requirements; develop and provide necessary tools.

A2.35.7. Review all training products produced by the OSS and intended for use in crew training events.

A2.35.8. Execute squadron training review board; identify deficiencies, recommend corrective actions to SQ/CC; recommend crew members for upgrade and development.

A2.35.9. Administer instructor upgrade program.

A2.35.10. Conduct qualification observations for squadron instructor trainees.

A2.36. Flight Commander, Training (SQ/DOT).

A2.36.1. Develops and implements training and proficiency programs as directed by the squadron commander or operations officer.

A2.36.2. Maintains squadron training folders.

A2.36.3. Leads squadron TRB; identify proficiency and currency progress and LIMFACs.

A2.36.4. Is responsible for the implementation and documentation of commander directed training.

A2.36.5. Coordinates with unit SARM to track crewmember currency and proficiency

A2.36.6. Coordinates with Flight Commander, Weapons and Tactics to manage instructor scheduling and training assignments

A2.37. Instructor Crew Commander (SQ/DOW). Instructor crew commanders assigned to a missile squadron will:

A2.37.1. Be a core 13N officer, qualify, and maintain CMR status IAW AFGSCI 13-5301v1.

A2.37.2. Certify and maintain instructor status IAW AFGSCI 13-5301v1.

A2.37.3. Administer training as directed by the Flight Commander, Weapons and Tactics.

A2.37.4. Document completion of all administered training events

A2.38. Operations Flight Commander (SQ/DOX). Missile squadron flight commanders will:

A2.38.1. Be a core 13N officer, qualify, and maintain CMR status IAW AFGSCI 13-5301v1.

A2.38.2. Certify and maintain instructor status IAW AFGSCI 13-5301v1.

A2.38.3. If applicable, certify and maintain evaluator status IAW AFGSCI 13-5301v2.

A2.38.4. Be responsible to the squadron commander for the leadership, supervision, and training of assigned personnel.

A2.38.5. Be responsible for the care of assigned MAF/LCC.

A2.39. Assistant Flight Commander (SQ/DOX). Assistant flight commanders in a missile squadron will:

A2.39.1. Certify and maintain CMR status IAW AFGSCI 13-5301v1.

A2.39.2. Assist the owning flight commander in the leadership, supervision, and training of assigned personnel and assume the role of flight commander in their absence.

A2.40. Deputy Assistant Flight Commander (SQ/DOX). Deputy assistant flight commanders in a missile squadron will:

A2.40.1. Certify and maintain CMR status IAW AFGSCI 13-5301v1.

A2.40.2. Assist the owning flight commander and assistant flight in the leadership, supervision, and training of assigned personnel and assume the role of Assistant Flt/CC in their absence.

A2.41. Crew Commander, Mission Lead/Flight Lead (MCCC). Mission Lead/Flight Lead -certified crew commanders in a missile squadron will:

A2.41.1. Certify and maintain CMR and Mission Lead/Flight Lead status IAW AFGSCI 13-5301v1.

A2.41.2. Ensure crew's level of training, proficiency, and effectiveness is IAW the RTM.

A2.41.3. Log all events accomplished on operational alert in Patriot Excalibur (PEX).

A2.41.4. Lead crew preparation.

A2.41.5. Lead their squadron and wing in executing the mission.

A2.42. Deputy Crew Commander, Mission Lead/Flight Lead (DMCCC). Mission Lead/Flight Lead -certified deputy crew commanders in a missile squadron will:

A2.42.1. Certify and maintain CMR and Mission Lead/Flight Lead status IAW AFGSCI 13-5301v1.

A2.42.2. Ensure training, proficiency, and effectiveness is IAW the RTM.

A2.42.3. Log all events accomplished on operational alert in PEX.

A2.43. LCC/MAF Officer-in-Charge (OIC). LCC/MAF OICs will:

A2.43.1. Report to their applicable Flight Commander on the physical and operational status of their particular LCC and MAF to include publications, equipment and crew comfort items.

A2.43.2. Coordinate and follow up with the MXG on all LCC write-ups and items of interest.

A2.44. Crew Commander (MCCC). Crew commanders in a missile squadron will:

A2.44.1. Qualify and maintain CMR status IAW AFGSCI 13-5301v1.

A2.44.2. Ensure crew's level of training, proficiency, and effectiveness is IAW the RTM.

A2.44.3. Log all events accomplished on operational alert in PEX.

A2.44.4. Lead crew mission planning.

A2.44.5. Coordinate crew study plan or workbooks with flight commander.

A2.45. Deputy Crew Commander (DMCCC). Deputy crew commanders in a missile squadron will:

A2.45.1. Qualify and maintain CMR status IAW AFGSCI 13-5301v1.

A2.45.2. Ensure their level of training, proficiency, and effectiveness is IAW the RTM.

A2.45.3. Log all events accomplished on operational alert in PEX.