

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

**AIR FORCE GLOBAL STRIKE COMMAND  
INSTRUCTION 13-5307**



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

**WING OPERATIONS CENTER  
MANAGEMENT**

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This publication implements Air Force Policy Directive 13-5, *Air Force Nuclear Mission*. It describes procedures for the Wing Operations Center (WOC), which serves as the focal point for executing, monitoring, planning, and scheduling in the Intercontinental Ballistic Missile (ICBM) Missile Complex. The WOC also deconflicts all operations occurring in or affecting the ICBM Missile Complex. It applies to Air Force Global Strike Command (AFGSC). This publication does not apply to Air National Guard (ANG), Air Force Reserve (AFR), Civil Air Patrol (CAP) or the United States Space Force (USSF). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847s from the field units through the appropriate functional area unit's chain of command to HQ AFGSC/A4B, 841 Fairchild Ave., Building 5541, Suite 201, Barksdale AFB LA 71110. The authorities to waive wing and unit level requirements in this publication are identified with a tier number ("T-0, T-3") following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, Table A10.1 for a description of the authorities associated with the Tier numbers. For non-tiered compliance items in this publication, submit requests to AFGSC Policy Branch (AFGSC/A4BP) ([AFGSC.A4ML.workflow@us.af.mil](mailto:AFGSC.A4ML.workflow@us.af.mil)). This publication may be supplemented or implemented at any level, but all supplements or implements must be routed to the OPR of this publication for

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### ***SUMMARY OF CHANGES***

This document has been completely re-written and must be completely reviewed. Changes includes Wing Operation Center manning structures and roles and responsibilities of the stakeholders to include Missile Wing (MW), Maintenance Group (MXG), Operations Group (OG), Security Forces Group (SFG) and Mission Support Group (MSG) Commanders (CC).

## Chapter 1

### OVERVIEW

**1.1. The WOC.** The WOC serves as the focal point for all missile complex planning, mission execution, and monitoring. The WOC is comprised of WOC staff, Current Operations (CUOPS) and Future Operations (FUOPS).

1.1.1. The WOC is composed of the following core members: WOC Director, WOC Deputy Director, Chief of CUOPS, Chief of FUOPS, and Security Manager.

1.1.2. The WOC staff will report to the wing and will be solely mission focused. **(T-3)**

1.1.3. The WOC structure integrates the wing's personnel and is comprised of members from the following groups: Maintenance Group (MXG), Security Forces Group (SFG), Mission Support Group (MSG), Operations Group (OG) and Tenant Helicopter Squadron with a focused effort to align resources and actions. This centralized organization minimizes seams in mission execution and maximizes cross-communication amongst the respective groups.

1.1.4. Wings will use the structure for WOC development as depicted in **Figure 1.1.**: WOC Organizational Structure and **Table 1.1.**: WOC Manning Structure. **(T-3)**

1.1.4.1. To ensure successful execution and planning, the WOC members will be physically co-located in the same workspace **(T-3)**

1.1.4.2. Primary and alternate duty location should be determined by the Wing Commander or designee.

**1.2. The CUOPS.** The CUOPS Center/Floor includes the Missile Maintenance Operations Center (MMOC) and Missile Security Control (MSC), with an ability to swell additional agencies based on mission needs (e.g., Missile Field Control Center (MFCC), CE Emergency Management, Helos, Weather).

1.2.1. The primary mission of CUOPS is to monitor, and track all operations occurring in, or affecting the ICBM Missile Complex.

1.2.2. The Chief of CUOPS and Chief of FUOPS report to the WOC Director.

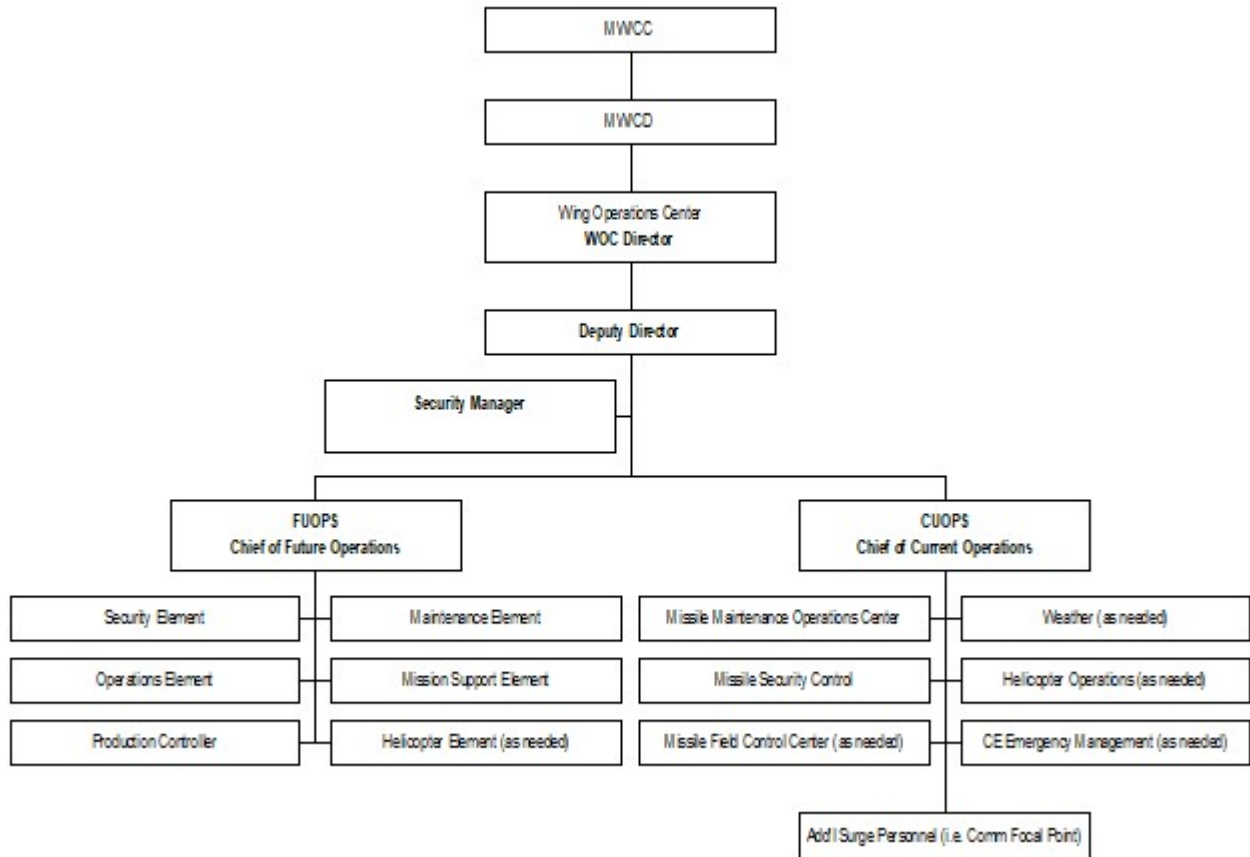
**1.3. The FUOPS.** The FUOPS primary mission is to plan, schedule and integrate operations occurring in, or affecting the ICBM Missile Complex. FUOPS develops a Missile Wing Forecast, Long Range Plans, Weekly Schedule, and Daily Schedules that present a comprehensive view of missile wing operations to the Missile Wing Commander (MW/CC).

1.3.1. FUOPS consists of representatives from all applicable groups, wing staff agencies, and tenant units that are involved in coordinating resources and activities anywhere in or in support of the missile complex and wing operations.

1.3.2. Members are assigned to FUOPS as their primary duty as missile complex resource planners. **(T-3)**

**1.4. Administrative Control.** Administrative Control (ADCON) for CUOPS and FUOPS members will remain in their respective groups, and Operational Control (OPCON) responsibilities will fall within the WOC.

**Figure 1.1. WOC Organizational Structure.**



**Table 1.1. WOC Manning Structure.**

Staff Members	AFSC/Job Code	Minimum Rank	Assigned
<b>WOC Director</b>	13N/21M/31P/11H/0301	O-4	1
<b>WOC Deputy Director</b>	13N/21M/31P/11H/0301	O-3	1 (Note 3)
<b>Security Manager</b>	Military/0080	E-5	1 (Note 3)
<b>Chief Of CUOPS</b>	11H/13N/2M0/21M	E-7/O-3	1
<b>Chief Of FUOPS</b>	11H/13N/2M0/2R1/21M	E-7/O-3	1

Members	AFSC/Job Code	Minimum Rank	Assigned
MMOC	2M0	N/A	(Note 1)
MSC	2T/3P0	N/A	(Note 1)
MFCC	No req	N/A	1
Production Controller	1152	GS-09	1
Maintenance Element	2M0X1, X2, X3/2R1	E-4	6 (Note 2)
Security Element	3P0/0080	E-6	1 (Note 3)
Mission Support Element	3E0-3E6, 2T,3F, 1D	E-5	2 (Note 4)
Operations Element	13N	O-2	1
Weather, Helo, CE Emergency Management, Comm Personnel	15W/2A/3E/11H/1A9/1D7	N/A	As Needed
<p><b>Note: 1-</b> Assign IAW directive guidance</p> <p><b>Note: 2-</b> Assign a minimum of one X1, X2, X3</p> <p><b>Note: 3-</b> or civilian equivalent</p> <p><b>Note: 4-</b> Assign a minimum of one 3E</p>			

## Chapter 2

### ROLES, REQUIREMENTS, AND RESPONSIBILITIES

**2.1. AFGSC A4.** AFGSC A4 will coordinate annual WOC policy conference to be held at selected wing. The policy conference will include representative from each wing.

**2.2. 20 AF/A4 will:**

2.2.1. Review Missile Wings' Forecast IAW AFMAN 21-202, *Missile Maintenance Management*, and all applicable supplements.

2.2.2. Provide AFGSC's annual test plan (i.e. Simulated Electronic Launch Minuteman (SELM), Follow-on Test and Evaluation (FOT&E) Shot, etc.) to FUOPS.

2.2.3. Provide Missile Wings' coordinated forecast to 20th Air Force Commander (20AF/CC).

**2.3. MW/CC or designated representative will:**

2.3.1. Oversee missile wing forecasts. These forecasts will include sortie production and long-term fleet health.

2.3.2. Ensure that the Wing Strategic Calendar (STRATCAL) is accessible for the WOC.

2.3.3. Develop and establish a hiring process for selection of WOC staff members. WOC staff members will meet the following minimum requirements:

2.3.3.1. Have a minimum one-year retainability.

2.3.3.2. Not be scheduled for contingency deployment while performing WOC duties.

2.3.4. Designate the primary and alternate duty location for WOC personnel.

2.3.5. Coordinate with Bomb Wing Commander (5 BW/CC) to provide required support for 91 MW/CC to comply with this instruction.

**2.4. Group Commanders (MXG/OG/SFG/MSG) or assigned delegate will:**

2.4.1. Ensure primary and alternate WOC members are identified using an appointment letter for FUOPS duties. These personnel will meet the following requirements:

2.4.1.1. Have a minimum one-year retainability.

2.4.1.2. Not be scheduled for contingency deployment while performing WOC duties.

2.4.1.3. The 5 MSG/CC will assign personnel to the 91 MW Mission Support Element IAW this guidance.

**2.5. WOC Director will:**

2.5.1. Use strategic guidance from higher headquarters (HHQ) and MW/CC to oversee the wing's planning and execution functions.

2.5.2. Oversee the planning and execution of the annual forecast, monthly plan, weekly schedule, daily schedule, and wing standup.

2.5.3. Oversee weapon system status to include NC3 status, support communications infrastructure and systems, Launch Control Center (LCC) hardness & survivability degrades, and conditions affecting alert status of Launch Facilities (LFs) and LCCs.

2.5.4. Coordinate planning and execution with the appropriate commanders and applicable wing staff agencies.

2.5.5. Ensure WOC representation is available when the Crisis Action Team (CAT) is activated.

2.5.6. Ensure WOC representation is available weekly for the Joint Nuclear Operations Center (JNOC) Operational Synchronization Meeting (OSM).

2.5.7. Ensure facilitation of MAJCOM and other units for the AFGSC annual WOC policy conference if selected and provide authoritative representative to attend the conference if hosted at other units.

## **2.6. WOC Deputy Director will:**

2.6.1. Develop continuity of guidance, policy, procedures, and familiarization training.

2.6.2. Ensure root cause analysis is performed for identified issues.

2.6.3. Establish processes that maximize efficiencies within the planning, scheduling, and production efforts.

2.6.4. Analyze HHQ procedural changes for mission impacts.

## **2.7. Chief of CUOPS will:**

2.7.1. Oversee the execution of daily wing mission and bridge the gap between long range planning intent and execution.

2.7.2. Oversee coordination between MSC and MMOC.

2.7.3. Coordinate missile complex security requirements with MSC.

2.7.4. Ensure road condition database is updated.

2.7.5. Ensure communication with applicable agencies during emergencies to establish, track, and coordinate resolution.

2.7.6. Integrate CUOPS surge support in the WOC ensuring the wing commander's intent and approved activities are prioritized.

**2.8. MMOC.** MMOC will refer to all relevant Operation Orders (OPORD), AFMAN 21-202, and applicable supplements.

**2.9. MSC.** MSC will refer to DoD S-5210.41 AFMAN 31-108V3-S, *Nuclear Weapon Security Manual: Nuclear Weapon Specific Requirements*, and applicable supplements.

## **2.10. MFCC will:**

2.10.1. Track arrivals and departures for all official vehicle movements operating in the missile field. Forecast arrivals and follow up with all delayed arrivals.

2.10.2. Update road conditions, obtain weather conditions from Weather, Flight Security Control and personnel traveling within the missile field as changes are reported.

2.10.2.1. Monitor the Department of Transportation (DOT) road conditions status on applicable state website.

2.10.2.2. Provide current road conditions to any agency upon request.

2.10.3. Notify MSC of any potential vehicle mishaps/incident and accident scene location/information.

### **2.11. Security Manager will:**

2.11.1. Administer and maintain Information Security, Personnel Security, and Industrial Security programs IAW DOD, AF, MAJCOM, and Wing Information Protection direction.

2.11.2. Develop and implement procedures for securing the WOC controlled area.

2.11.3. Maintain currency and availability of communication systems and technology.

2.11.4. Receive and process visit and security clearance requests to the WOC.

### **2.12. Helicopter Operations will:**

2.12.1. Prioritize Operation Global Citadel (OGC) helicopter requirements and coordinate additional support as availability allows.

2.12.2. Report any changes to projected aircraft and crew availability.

### **2.13. Chief Of FUOPS.** Chief Of FUOPS will ensure planning and scheduling of future wing operations.

2.13.1. Review future schedule for integration of all Operational Test and Evaluation (OT&E) requirements IAW AFGSCI 99-102 *Intercontinental Ballistic Missile (ICBM) Operational Test and Evaluation*, OPLAN, OGC, AFSTRAT OPORD and other HHQ & Combatant Command requirements as applicable.

2.13.2. Coordinate with the Wing Gatekeeper and Wing IG as necessary to de-conflict FUOPS activities with wing STRATCAL.

2.13.3. Coordinate with, MSG, SFG, MXG, and OG, or other agencies as required for wing schedules.

2.13.3.1. Coordinate with Sentinel PIO as applicable.

2.13.3.2. Coordinate with Pro Super on weekly and daily scheduling process.

2.13.4. Oversee daily and weekly scheduling meetings IAW AFMAN 21-202.

2.13.5. Finalize the daily schedule the day prior and the weekly schedule by Friday the week prior. Any schedule changes (except priority 1 maintenance) after schedules are finalized requires approval per AFGSC guidance.

2.13.6. Ensure upload of daily schedules to Air Force Nuclear Munitions Command and Control (NMC2) by close of business.

2.13.7. Oversee Programmed Depot Maintenance and other Depot-level program schedules in support of MAJCOM plans and requirements.

2.13.8. Maintain LF and MAF periodic maintenance schedules.



2.13.9. Ensure coordination meetings are held prior to any RS and/or missile downstage movement in accordance with AFGSC guidance.

2.13.10. Oversee Aerospace Vehicle Distribution Office responsibilities IAW DAFI 21-103, *Equipment Inventory, Status and Utilization Reporting* and applicable supplements.

2.13.11. Manage the TCTO, Master Change Log, modification, and time change programs IAW T.O. 00-5-15, *Air Force Time Compliance Technical Order Process*.

2.13.12. Assist with development of war support and contingency plans.

2.13.13. Ensure integration of MAJCOM LF and MAF emergency storage battery replacement schedules and age-out forecast within the wing's schedule.

2.13.14. Complete an annual review of the 5-year Minuteman III sustainment and Sentinel transition schedule NLT 1 Mar of each year in coordination with AFGSC, 20AF, all missile wings, and munition squadrons.

#### **2.14. Production Controller will:**

2.14.1. Develop Missile Wing Forecast IAW AFMAN 21-202, applicable supplements, and local guidance.

2.14.2. Forecast mission planning between Maintenance, Operations, Mission Support, and Security Elements for the Chief of FUOPS.

#### **2.15. Maintenance Element will:**

2.15.1. Develop and manage all Maintenance Forecast schedules IAW AFMAN 21-202 and applicable supplements.

2.15.2. Perform required Plans and Scheduling efforts IAW AFMAN 21-202 and provide those functions to the Maintenance Squadron and the Maintenance Group.

2.15.3. Follow Plans, Scheduling, and Documentation (PS&D) responsibilities IAW T.O. 00-20-2, *Maintenance Data Documentation*.

2.15.4. Coordinate with other FUOPs elements, Production Superintendents and CUOPS to establish maintenance Estimated Time in Commission (ETICs).

#### **2.16. Operations Element will:**

2.16.1. Coordinate plan for Operations Group in conjunction with required Maintenance Security Forces, MSG, MUNS, and medical (as needed) to de-conflict timing, resources, and personnel.

2.16.2. Ensure coordination through EWO Plans for fulfillment of OGC requirements.

2.16.3. Review LCC WRF at a minimum monthly in coordination with the maintenance element for accuracy and completion status.

#### **2.17. Mission Support Element will:**

2.17.1. Coordinate with squadrons to track project timelines and resources to incorporate into the wing schedule.

2.17.2. Ensure completed jobs are debriefed in IMDS and close out work orders across applicable databases.

- 2.17.3. Coordinate with CES to review work orders in IMDS for accuracy and completeness across applicable databases.
- 2.17.4. Coordinate with LRS to identify shortfalls and incorporate scheduled vehicle maintenance and operations within the wing plan.
- 2.17.5. Coordinate with CS for communication systems to include scheduled outages and maintenance actions.
- 2.17.6. Coordinate with Force Support Squadron (FSS) for missile alert facility feeding operations and contingency planning.
- 2.17.7. Provide support element tasks to weekly and daily schedule in NMC2.
- 2.17.8. Coordinate with appropriate MSG elements to establish priorities for missile field discrepancies.

**2.18. Security Element will:**

- 2.18.1. Coordinate the required number of security personnel are allocated to maintenance actions IAW DoD S-5210.41 AFMAN 31-108V3-S, *Nuclear Weapon Security Manual: Nuclear Weapon Specific Requirements*, and applicable supplements.
- 2.18.2. Coordinate Remain Overnight (RON) and starting locations for security personnel as needed.
- 2.18.3. Develop and manage scheduling products required for convoy briefings (e.g., convoy brief, and predeparture).
- 2.18.4. Coordinate Security Forces Missile field requirements and support requests with the following as applicable:
  - 2.18.4.1. Missile Security Forces Squadron's Operations Section.
  - 2.18.4.2. Missile Security Operations Squadron's Operations Section.
  - 2.18.4.3. Security Forces Squadron's Operations Section.
  - 2.18.4.4. Security sweep support from the helicopter squadron.

**2.19. Helicopter Element will:**

- 2.19.1. Coordinate taskings executing OGC helicopter requirements and additional support as availability allows.
- 2.19.2. Report projected aircraft and crew availability, and capabilities for operations.

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

DoD S-5210.41 AFMAN 31-108V3-S, *Nuclear Weapon Security Manual*, 04 May 2022

DAFI 10-2501, *Emergency Management Program*, 15 October 2023

DAFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*, 31 October 2022

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AFPD 13-5, *Air Force Nuclear Mission*, 16 July 2018

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AFMAN 21-202, *Missile Maintenance Management*, 28 Aug 2019

AFI 63-125, *Nuclear Certification Program*, 15 January 2020

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AFGSCI 99-102, *Intercontinental Ballistic Missile (ICBM) Operational Test and Evaluation (OT&E)*, 13 April 2023

20AFI 31-133-S, *Intercontinental Ballistic Missile (ICBM) Systems Security (U)*, 13 May 2021

T.O. 00-5-15, *Air Force Time Compliance Technical Order Process*, 28 July 2023

T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 26 September 2022

T.O. 00-20-2, *Maintenance Data Documentation*, 23 August 2023

T.O. 00-25-107, *Maintenance Assistance*, 15 August 2022

T.O. 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution*, 15 August 2022

T.O. 21M-LGM30F-6, *Scheduled Inspection and Maintenance Requirements*, 01 August 2023

T.O. 21M-LGM30F-12-1, *Minuteman Nuclear Surety Procedures for the WS133A-M Weapon Systems*, 01 April 2023

T.O. 21M-LGM30F-2-20-1, *Hardened Intersite Cable System*, 01 October 2023

T.O. 21M-LGM30G-12, *Safety and Electromagnetic Interference Provisions*, 01 August 2023

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ADCON**—Administrative Control

**AF**—Air Force

**AFB**—Air Force Base

**AFDP**—Air Force Doctrine Publication

**AFGSC**—Air Force Global Strike Command

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFR**—Air Force Reserve

**AFSC**—Air Force Specialty Code

**AFSTRAT**—Air Forces Strategic

**ANG**—Air National Guard

**BW**—Bomb Wing

**CAP**—Civil Air Patrol

**CAT**—Crisis Action Team

**CC**—Commander

**CCMD**—Combatant Commander

**CE**—Civil Engineering

**CES**—Civil Engineering Squadron

**CRF**—Convoy Response Force

**CS**—Communications Squadron

**CUOPS**—Current Operations

**DAF**—Department of the Air Force

**DAFI**—Department of the Air Force Instruction

**DAFMAN**—Department of the Air Force Manual

**DOD**—Department of Defense

**DOT**—Department of Transportation

**ETIC**—Estimate Time in Commission

**EWO**—Emergency War Order  
**FDE**—Force Development Evaluation  
**FOT&E**—Follow-on Test and Evaluation  
**FSS**—Force Support Squadron  
**FTD**—Field Training Detachment  
**FUOPS**—Future Operations  
**HHQ**—Higher Headquarters  
**HQ**—Headquarters  
**JNOC**—Joint Nuclear Operations Center  
**IAW**—In Accordance With  
**ICBM**—Intercontinental Ballistic Missile  
**IG**—Inspector General  
**IMDS**—Integrated Maintenance Data System  
**LCC**—Launch Control Center  
**LF**—Launch Facility  
**LRS**—Logistics Readiness Squadron  
**MAF**—Missile Alert Facility  
**MAJCOM**—Major Command  
**MFCC**—Missile Field Control Center  
**MMOC**—Missile Maintenance Operations Center  
**MSC**—Missile Security Control  
**MSG**—Mission Support Group  
**MSPC**—Maintenance Supervision and Production Course  
**MSR**—Maintenance Support Request  
**MUNS**—Munitions Squadron  
**MW**—Missile Wing  
**MXG**—Maintenance Group  
**NLT**—No Later Than  
**NMC2**—Air Force Nuclear Munitions Command and Control  
**NMC**—Non-Mission Capable  
**NTO**—Nuclear Tasking Order  
**OC**—Operations Control

**OGC**—Operation Global Citadel  
**OG**—Operations Group  
**OPCON**—Operational Control  
**OPLAN**—Operation Plan  
**OPORD**—Operation Order  
**OPR**—Office of Primary Responsibility  
**OSM**—Operational Synchronization Meeting  
**OT&E**—Operational Test and Evaluation  
**PDM**—Periodic Depot Maintenance  
**PIO**—Program Integration Office  
**PS&D**—Plans, Scheduling & Documentation  
**RON**—Remain Over Night  
**RS**—Reentry System  
**SELM**—Simulated Electronic Launch Minuteman  
**SFG**—Security Forces Group  
**STRATCAL**—Strategic Calendar  
**TACON**—Tactical Control  
**TCTO**—Time Compliance Technical Order  
**USAF**—United States Air Force  
**USSF**—United States Space Force  
**USSTRATCOM**—U.S. Strategic Command  
**WDO**—Wing Directorate of Operations  
**WG**—Wing  
**WOC**—Wing Operations Center  
**WRF**—Workload Requirements File

*Office Symbols*

**20AF/CC**—20AF Commander  
**AFGSC/A30**—Air Force Global Strike Command, Operations Support Division  
**AFGSC/A4**—Air Force Global Strike Command, Logistics and Engineering Directorate  
**AFGSC/A4B**—Air Force Global Strike Command, ICBM & Helicopter Maintenance Division  
**AFGSC/A4BP**—Air Force Global Strike Command, Training and Policy Branch  
**BW/CC**—Bomb Wing Commander

**MSG/CC**—Mission Support Group Commander

**MXG/CC**—Maintenance Group Commander

**MW/CC**—Missile Wing Commander