

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

**AIR FORCE GLOBAL STRIKE COMMAND
INSTRUCTION 23-203**



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Materiel Management

***MISSILE ALERT FACILITY-
REFUELER OPERATIONS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(GS-14, David G. Wynes)

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This instruction implements Air Force Policy Directive (AFPD) 23-2, *Management of US Air Force Bulk Petroleum and Related Products* and is consistent with AFI 23-201, *Fuels Management*. This publication provides guidance unique to helicopter refuel operations occurring in the Missile Fields. It establishes roles and responsibilities, describes training/certification requirements for 8S000 Missile Alert Facility Manager (MAFM) and other details specific to operating the Missile Alert Facility-Refuelers (MAF-R) to refuel helicopters in the missile field complex. This instruction applies to all Air Force Global Strike Command (AFGSC) non-2F0X1 Active Duty, Reserve, Guard, Contractors, and Air Force (AF)/Department of Defense (DoD) Civilians, employed by the United States Air Force (USAF) personnel that receive, store, issue, perform refueling equipment inspection, and/or account for aviation fuel products in the Missile Alert Facility. See **Attachment 1** for a glossary of references and supporting information. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) (HQ AFGSC/A4RE, DSN 781-9552 /Commercial 318-456-9552) using the DAF 847, *Recommendation for Change of Publication*; route DAF 847s from the field through the 8S000 functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-2 or T-3”) following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities

associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. This publication may not be supplemented or further implemented/extended.

Chapter 1

GENERAL

1.1. Missile Alert Facility (MAF) Helicopter Refueling Operations.

1.1.1. The Missile Alert Facility-Refueler (MAF-R) is a set of specific pieces of equipment designed to provide Jet-A fuel at MAFs. The availability of MAF-Rs increase the range, lift, and endurance capabilities for the Emergency Security Response (ESR) teams and convoy/escort missions.

1.1.2. MAF-Rs maximize the reach of missile field security teams by ensuring continuous operational support and reduce the turn time for fueling operations at traditional refueling sites. MAF refueling operations will be conducted by the aircrew. The refueling system and equipment will be prepared and operated by Missile Alert Facility Managers (MAFMs).

1.2. MAF-R Resupply.

1.2.1. MAF-Rs are resupplied under the existing fuels support contracts utilizing mission support capabilities currently in place at each installation. To ensure mission effectiveness, MAFMs must provide vigilant communication with the local Fuels Management Teams (FMT) to ensure inventories are available and that external factors (i.e., weather degradation, changes in mission requirements, airframe upgrades) do not negatively impact MAF-R resupply capabilities. **(T-2)**

1.2.2. The MAFMs have the responsibility to monitor tank levels and report inventories to the Fuels Management Flight (FMF), who will ensure forecasted receipts meet mission demands. **(T-2)** MAFMs will coordinate fuel deliveries with local FMTs to maintain at a minimum enough usable fuel on-hand to remain at 40% total capacity. **(T-2)**

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. AFGSC/A4RE.

- 2.1.1. Coordinates with AF/A4LR & 2F Schoolhouse to review/update MAF-R lesson plans, at minimum every two years or as needed.
- 2.1.2. Reviews/validates locally developed checklists annually, as outlined in T.O. 00-5-1, and will provide editions to intra-Command locations for standardization and best practices.
- 2.1.3. Provides MAF-R fuel-related program oversight. Coordinates with 20 AF/A3 to schedule training classes as needed.
- 2.1.4. Initiates formal manning assist requests for 2F Lead Instructor(s) to LRS/CCs no later than 30 days prior to desired date for training course or AFIMSC for capability deficits.
- 2.1.5. Coordinates/validates all funding requests associated with 2F Lead Instructor travel with AFGSC/A3 and provides Line of Accounting (LOA) information to LRS/Resource Advisors & FMTs no later than 30 days prior to the desired date of training.
- 2.1.6. Performs Staff Assistance Visits in conjunction with 20 AF/A3 and 582nd Helicopter Group to evaluate MAF-R processes, procedures, and tools supporting MAF aircraft refueling to determine mission supportability.
- 2.1.7. Develops/implements a MAF-R Self-Assessment Communicator (SAC) in the Management Internal Control Toolset (MICT) for owners/users to provide technical assessment of MAF-R operations and regulatory requirements associated with Logistics Readiness Squadron.

2.2. Host Wing Logistics Readiness Squadron/ Fuels Activity.

- 2.2.1. Determines overall site maintenance status and notifies the Command Post/Helicopter Squadrons when a MAF-R refueling capability will be offline for more than 24-hours due to fuel related issues or equipment. The Fuels Management Team/ Contracting Officer Representative (COR) will use the Commander's Critical Information Requirement (CCIR) process to notify the Command Post/Helicopter Squadrons and will update the AFGSC ICBM Helicopter Refueling Status Microsoft SharePoint© site at https://usaf.dps.mil/teams/11262/afgsc/Helicopter_Refueling_Status/default.aspx?e=1%3A09e6a47ace5344808ced3ae42ab08fc2.
- 2.2.2. Tracks fuel inventories and fuel disposition dates at each MAF-R site by updating the AFGSC ICBM Helicopter Refueling Status Microsoft SharePoint© site. The SharePoint site allows daily site reporting to AFGSC local Operations Groups (Missile Wings) and provides a centralized status update.
- 2.2.3. Provides the necessary laboratory support equipment for quality control. Sample types and frequencies will be conducted as outlined in T.O. 42B-1-1, Quality Control of Fuels.
- 2.2.4. Records/ verifies all samples/results in Fuels Manager ® Defense to provide a current and historical quality control record repository.

- 2.2.5. Develops localized checklists for utilization and routes to AFGSC/A4RE for coordination and approval.
- 2.2.6. Where applicable, assign COR duties in accordance with federal acquisition regulations (FAR) for oversight of the equipment maintenance and sustainment contractor.
- 2.2.7. Ensures COR meets all applicable training requirements and retains all training documentation for inspection/retention & historical records.
- 2.2.8. Ensures overall operational, sustainment and mission readiness requirements are met.
- 2.2.9. Tracks all official duty travel times to and from MAF-R locations in Fuels Manager Defense (FMD) for Air Force Manpower Determinant (AFMD) data capture and Variance solidification. Travel times will be based on actual drive times over roadways and will factor in local conditions and/or road closures due to extreme weather.
- 2.2.10. Coordinates fuel resupply with local MAF-R MAFM.
- 2.2.11. Coordinates delivery/receipt of fuel samples to the Base Fuels Laboratory.
- 2.2.12. Coordinates with Bioenvironmental Engineering to ensure compliance with local, state, and Federal environmental laws and coordinates spill clean-up procedures as needed.
- 2.2.13. Identifies environmental issues, topics, and actions to support spill clean-up to MAFMs.
- 2.2.14. Monitors contractor's Caution/Danger Tag program to ensure serviceability of equipment for use.
- 2.2.15. Provides emergency eyewash bottles (portable due to inclement weather).
- 2.2.16. Provides portable fuel containment to meet applicable environmental requirements.
- 2.2.17. Ensures MAF-R CORs or designated flight personnel conduct monthly inspections to ensure fuels support equipment is properly maintained and in good, safe working condition.
- 2.2.18. Will include MAF-R fuel requirements in the installations annual bulk fuel requirement projection and will provide data to AFPET and DLA-Energy. (T-3)
- 2.2.19. Will provide fuels transaction/accounting support and billing information. (T-3)
- 2.2.20. Will submit a DLA Form 2027, Authorization to Process Ground Issues, in accordance with DLA Energy Policy P-23.

2.3. 20 AF/A3NB.

- 2.3.1. Coordinates with AFGSC/A4RE to schedule MAF-R Training in accordance with the established requirements in [Chapter 3](#).
- 2.3.2. The Missile Alert Facility and Resources Functional Area Manager will coordinate with wings to determine date availability and training locations to ensure maximum classroom attendance.
- 2.3.3. MAFMs will coordinate aircraft availability for hands-on portion of MAF training. (T-3)

2.4. Helicopter Group.

2.4.1. Ensures Helicopter Squadron complies with established Missile Wing procedures for MAFM notification of inbound aircraft.

2.4.2. Provide aircraft “hands-on” portion of MAF-R training. Aircraft availability will be coordinated by AFGSC/A4RE & local Helicopter Squadrons prior to training to ensure maximum availability.

2.5. Helicopter Squadrons.

2.5.1. Coordinates with the Operations Groups (Missile Wings) for mission, site capability and fuel availability planning.

2.5.2. Ensures aircrew receives initial MAF-R system familiarization prior to performing MAF-R operations.

2.6. Missile Alert Facility – Facility Managers (AFSC: 8S000).

2.6.1. Will conduct daily inspections for MAF-R operability prior to use in accordance with localized checklists. MAFMS will document inspections/discrepancies on an AF Form 4427.

2.6.2. Contacts the Fuels Management Flight/COR and the Helicopter Squadrons by phone when MAF-R support becomes unavailable due to mechanical/fuel limitations.

2.6.3. Observes weather warnings for lightning within 5 nautical miles (nm) of any MAF refueling site for enhanced safety and situational awareness as outlined in DAFMAN 91-203, Air Force Occupational Safety, Fire and Health Standards.

2.6.4. Will conduct MAF-R refuel operations in accordance with T.O. 00-25-172, Ground Servicing of Aircraft and Static Grounding/Bonding (to include onsite fire suppression requirements) and locally developed operating checklists.

2.6.5. Will conduct inspection on fire extinguishers and if required, coordinate hydrostatic testing/maintenance/recharge maintenance with local Civil Engineer Squadron or local distributors.

2.6.6. Will record all fuel sale transactions on the Department of Defense (DD) Form 1898 (or electronic version), Energy Sale Slip. The DD Form 1898 will be completed utilizing the information located on the DD Form 1896, DoD Fuels Identaplate or DLA-E Air Card that was provided by the aircrew member. MAFMs will provide all completed 1898s to the local Fuels Management Flight, at a minimum weekly, for processing to the Fuels Manager@ Defense Enterprise.

2.6.7. Coordinates with local CE Squadron to ensure local collection, storage and disposal of waste fuel/water requirements are satisfied.

Chapter 3

TRAINING & CERTIFICATION

3.1. Training.

3.1.1. Initial MAF-R training courses will be offered at least semiannually as environmental conditions allow, and situationally when required for MAF-R trained personnel thresholds to be at the following minimums: Malmstrom AFB – 75%, F.E. Warren – 50% and Minot AFB – 50%.

3.1.2. A MAFM (8S000) AFSC who has held a prior fuels (2F0X1) AFSC will be exempt from the initial MAF-R training course and will only be required to receive localized training. **(T-2)** The localized training will cover MAF-R refuel operation fundamentals and locally developed guidance.

3.1.3. AFGSC/A4RE will source a qualified 2F Lead Instructor(s) to lead MAF-R courses. The course instructor must be a minimum 2F071 NCO that has extensive knowledge of the MAF-R fueling system and mission (or civilian equivalent as approved by AFGSC/A4RE). **(T-2)**

3.1.4. The 2F Lead Instructor(s) or civilian equivalent will deliver formal classroom training along with core training to assigned MAFMs using lesson plans approved by the Fuels (2F) Career Field Manager.

3.1.5. Upon completion of the classroom block, the MAFMs will attend hands-on training to become familiar with the components and the operations of the MAF-R. When available, MAFMs will coordinate aircraft availability with helicopter Squadrons for access during “hands-on” training sessions. **(T-2)**

3.2. Certification.

3.2.1. The 2F Lead Instructor and a prior certified MAFM (AFSC 8S000) trainer will monitor the MAFM trainee while they conduct fuels operations to demonstrate competency and prove task proficiency. **(T-2)**

3.2.2. Only 2F Lead Instructors and prior certified MAFMs (AFSC 8S000) may de-certify MAFMs on the MAF-R process. The decertification will be annotated in the member’s automated training record (TBA, AFTR, TFTR, etc.).

3.2.3. Once training has completed, the 2F instructor will provide a list of MAFM trainees who have successfully completed the course to the wing’s lead MAFM. **(T-2)** AFGSC/A4RE will determine who will serve as the Wing’s lead MAFM in coordination with the MAJCOM 8S000 MAFM Functional Manager.

3.2.4. The MAFM trainers will document task completion on AFJQS within electronic training record and squadron superintendents will certify the tasks in automated training records (i.e., TBA, AFTR, TFTR, etc.). **(T-2)**

3.2.5. MAF-R refresher training will be completed every 6 months. MAF-R qualified MAFM Supervisors/Trainers may provide hands-on familiarization training utilizing approved lesson plans to members who have completed the initial training course but have not operated a MAF-

R within the six months and must document the refresher training as a journal entry in automated training records (i.e., TBA, AFTR, TFTR, etc.). **(T-2)**

3.2.5.1. MAFM familiarization training is strictly limited to the MAFMs who have completed the formal MAF-R Initial Training course or former 2F's qualified on MAF-R. MAFMs WILL NOT certify untrained members on MAF-R operations. **(T-2)**

3.2.5.2. MAFM familiarization training will be conducted as outlined in the MAF-R operational and training guidance.

KENYON K. BELL, Brigadier General, USAF
Director, Logistics and Engineering

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

AFI 23-201, *Fuels Management*, 8 August 2021
AFI 33-322, *Records Management and Information Governance Program*, 27 July 21
AFPD 23-2, *Management of Bulk Petroleum and Related Products*, 8 September 2019
DAFMAN 91-203, *AF Occupational Safety, Fire and Health Standards*, 24 March 2022
DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022
T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 23 May 2022
T.O. 42B-1-1, *Quality Control of Fuels*, 15 June 2019
DLA Energy Policy P-23, *Procedures for Authorization and Processing Ground Reissues Transactions*, 2 July 2018

Prescribed Forms

None.

Adopted Forms

AF Form 4427, *Operator's Inspection Guide and Trouble Report (Fuels Support Equipment)*
DD Form 1898, *Energy Sale Slip*
DD Form 1896, *DOD Fuel Identaplate*
DLA Form 2027, *Authorization to Process to Ground Reissues*,

Abbreviations and Acronyms

AFGSC—Air Force Global Strike Command
AFI—Air Force Instruction
AFIMSC—Air Force Installation Mission Support Center
AFJQS—Air Force Job Quality Standard
AFPET—Air Force Petroleum Office
AFSC—Air Force Specialty Code
AFTR—Air Force Training Record
CE—Civil Engineering
CFM—Career Field Manager
COR—Contracting Officer Representative
DLA—Defense Logistics Agency

DLA-E—Defense Logistics Agency Energy

DoD—Department of Defense

ESR—Emergency Security Response

FM—Facility Manager

MAF—Missile Alert Facility

MAF-R—Missile Alert Facility Refueler

MICT—Management Internal Control Toolset

SAC—Self-Assessment Communicators

TBA—Training Business Area

TFTR—Total Force Training Record

Office Symbol

AFGSC/A4RE—Air Force Global Strike Command, Vehicles, Fuels, Traffic Management Office, & Ground Transportation

AFGSC/A3—Air Force Global Strike Command, Operations and Communications

Terms

None