**DEPARTMENT OF THE AIR FORCE**
**HEADQUARTERS AIR FORCE GLOBAL STRIKE COMMAND**

AFMAN21-202_AFGSCSUP_AFGSCGM2026-01
3 April 2026

MEMORANDUM FOR 90 MW/CC
91 MW/CC
341 MW/CC
377 TEG/CC

FROM: AFGSC/A4
841 Fairchild Ave
Barksdale, LA 71111

SUBJECT: Air Force Global Strike Command Guidance Memorandum to Air Force Manual 21-202, AFGSC Supplement, *Missile Maintenance Management*

By Order of the Commander Air Force Global Strike Command (AFGSC), this Guidance Memorandum immediately implements changes to Air Force Manual (AFMAN) 21-202_AFGSCSUP, 22 May 2025, *Missile Maintenance Management*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other AFGSC publications, the information herein prevails, in accordance with Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures.*

This Memorandum changes include resolving conflicts between AFMAN 21-202 and DAFMAN 21-204, updates to the ICBM trainer certification requirements, changed Program Integration Office references to Site Activation Taskforce, updates to the on the job training program, recurring technical training guidance along with minor administrative changes.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publishing of an interim change or rewrite of AFMAN 21-202_AFGSCSUP, whichever is earlier.

JAMES M. MILLER, GS-15, DAF
Executive Director, Logistics and Engineering

Attachment:
Guidance Changes

AFMAN21-202_AFGSCSUP_AFGSCGM2025-01
ATTACHMENT 1
Guidance Changes

1.8.6.3. **(Replace)** Hazardous Current Check at Main Distribution Box.

2.2.1.1. **(Delete)** Coordinate Missile Maintenance Priority Designator lists, Mission Essential Subsystem lists, ICBM Communications Mission Capability lists, and Minimum Essential Equipment lists with 20 AF and MWs prior to posting on NMC2.

2.2.1.1.1. **(Added)** Coordinate Missile Maintenance Priority Designator lists, Mission Essential Subsystem lists, ICBM Communications Mission Capability lists, and Minimum Essential Equipment lists with 20 AF and MWs prior to posting on NMC2.

2.2.1.6.1. **(Replace)** Maintain MAJCOM approved task breakdowns IAW **paragraph 6.10**.

2.2.1.28.1. **(Replace)** Develop course materials for ICBM Trainer Course, Evaluator, and Team Chief Courses.

2.2.1.28.1.1. **(Replace)** Allocate quotas and administer Maintenance Evaluator Course and ICBM Trainer course.

2.2.1.28.10.5.1. **(Replace)** Track LF transfer, LCC transfer, and contractor work in progress status from unit Site Activation Task Force (SATAF).

2.2.1.28.10.5.2. **(Replace)** Track current and/or changes to transition schedule from unit SATAF.

2.5.24. **(Added)** Ensure all required transactions necessary to clear the inventory (e.g., counts, recounts, IADs) are processed in TICMS within 30 calendar days of the inventory start (freeze) date IAW DAFMAN 21-201, *Munitions Management*.

2.7.4. **(Replace)** Ensure a memorandum is established with primary and alternate monitor for Enterprise Logistics Management System (ELMS) and equipment custodian identified in each section IAW DAFI 23-101, *Materiel Management Policy*.

2.16.3.1.1. **(Replace)** All required corrections will be coordinated with the appropriate agency and the SATAF.

2.16.4.3. **(Replace)** Ensure MEEL authorization levels on NMC2 match Enterprise Logistics Management System (ELMS) R-14 IAW DAFMAN 23-300, *Materiel Management Procedures*.

2.17.1.2.1. **(Added)** If the course is unavailable and all other requirements have been met, the course may be waived to allow certification but must be attended at the next available opportunity. **Note:** Complete a memorandum endorsed by the MXG/CC documenting waived course with the next available date.

2.17.1.5. **(Added)** Pass an initial trainer proficiency evaluation in accordance with DAFMAN 21-200.

3.3.1.2.1.2. **(Replace)** Coordinate with SATAF as applicable.

3.3.1.5.8. **(Replace)** Complete Unit Metric Package IAW **Paragraph 5.18**.

3.3.1.5.8.1. **(Delete)** AFGSC/A4 requires metrics from all MWs for the purpose of collecting data for Maintenance Performance Indicators (MPI).

3.3.1.5.8.2. **(Delete)** Utilize training and templates for metrics posted on AFGSC's NMC2 website.

3.3.1.5.8.3. **(Delete)** Conduct analysis monthly on repeat/recur report and document short- and long-term trends and document on metrics template.

3.3.1.5.8.4. **(Delete)** Submit completed unit metric package on AFGSC NMC2 by the 20th of every month for AFGSC/A4B to review and consolidate.

3.3.1.5.8.5. **(Delete)** Plans and scheduling will complete maintenance scheduling effectiveness IAW **Attachment 4** and submit to maintenance analysis section.

3.4.2.2.1. **(Replace)** Document missile downstage serial number, status, and location in MIS and TICMS once received or relocated.

3.4.2.3.2. **(Added)** Coordinate changes to fire symbol, hazard symbol, controlled inventory item code, classified munitions storage, and/or other changes affecting launch facilities as soon as possible after they occur with MMOC.

5.3.9. **(Added)** Duty periods exceeding 12 hours, IAW DAFMAN 21-200, will be reported utilizing the applicable Category of Labor code, IAW T.O. 00-20-2, **Chapter 4**.

5.10.1. **(Replace)** Bench stock requirements for dispatching work centers will be established and managed in DMS with the exceptions of FMS bench stock (N/A 377 TEG), IAW DAFI 23-101 and DAFMAN 23-300.

5.10.2. **(Replace)**(N/A 377 TEG) An independent rolling bench stock program will be established/maintained for each PMT van, Missile COMM, SST, and HICS IAW DAFI 23-101, DAFI 21-101 and DAFMAN 23-300.

5.19.2.1. **(Replace)** Complete an annual review of the 5-year MMIII sustainment and Sentinel transition schedule NLT one month prior to the ASPC, in coordination with AFGSC, 20 AF, all Missile Wings, and munition squadrons. Note: The induct date is defined as the first day the SATAF will sell off the LF/LCC to the contractor.

5.19.2.5. **(Replace)** Lead a pre-Sentinel transition meeting 60 days prior to site induction. Pre-Sentinel transition meetings will include, at a minimum, SATAF, Civil Engineering, OG (N/A LF), and P&S.

5.19.2.5.3. **(Replace)** On-site post-assessment shall be accomplished during contractor and SATAF buy back process.

6.4.6. **(Added)** RTT semi-annual request for the fiscal year will be submitted to MTS no later than, 20 March and 20 September.

6.6.9. **(Replace)**(ICBM) Trainers will utilize MAJCOM approved task breakdowns while training technical tasks.

6.8.3.7. **(Added)** Quarterly MMCL meeting.

6.8.3.7.1. **(Added)** AFGSC/A4B will host quarterly MMCL meetings.

6.8.3.7.2. **(Added)** MMCL meetings will include at a minimum representative from FTD trained workcenters.

6.9. **(Replace)**(ICBM) On the Job Training (OJT) Program for FTD-trained work centers. The FTDs will be utilized to the maximum extent possible. The following guidelines may be applied to expedite training as deemed necessary by Squadron Commander.

6.9.1. **(Delete)**(ICBM) OJT for FTD-trained work centers (EMT, FMS, and MMT) will only be used for the following situations:

6.9.1.1. (**Delete**)(ICBM) The technicians to be trained have previously graduated a 2M0XX FTD journeyman course but did not receive task qualifications.

6.9.1.2. (**Delete**)(ICBM) The technicians to be trained are a previously qualified 2M0XX 5-level or 2M0XX 7-level from another work center or installation.

6.9.3.1. **(Replace)**(ICBM) OJT trainers will utilize approved task breakdowns while training technical tasks.

6.10. **(Replace)(ICBM) Task Breakdowns.** All task breakdowns will be maintained on NMC2 and reviewed by the appropriate trainers and production work center supervisors every 18 months.

6.10.1.1. **(Replace)**(ICBM) Develop and maintain MAJCOM approved task breakdowns for technical tasks.

6.10.1.2. **(Replace)**(ICBM) Coordinate MAJCOM approved task breakdowns with 20 AF and units prior to posting on NMC2.

6.10.2. **(Replace)**(ICBM) Units will:

6.10.2.1. **(Added)** Upload locally developed task breakdowns to NMC2 for approval.

6.10.2.2. **(Added)** Utilize approved task breakdowns located on NMC2.

6.10.3. **(Replace)**(ICBM) Submit inquiries regarding approved task breakdowns to AFGSC/A4B or AFGSC.A4BP.ICBMPOLICYTEAM@us.af.mil.

6.10.4. **(Replace)**(ICBM) Task breakdown reviews become overdue on the last day of the due month. Overdue task breakdown will not be used to conduct training.

6.10.5. **(Replace)**(ICBM) To ensure continuity between trainers, verify the following items are included in each task breakdown.

A3.2.3.15. **(Replace)** Attend monthly TCTO reconciliation meeting IAW DAFMAN 23-300 and DAFI 21-101.

**(Added)** ELMS—Enterprise Logistics Management System

**(Added)** SATAF—Site Activation Task Force

*BY ORDER OF THE*
*SECRETARY OF THE AIR FORCE*

*AIR FORCE MANUAL 21-202*

*30 MAY 2024*

*AIR FORCE GLOBAL STRIKE COMMAND*
*Supplement*

*22 MAY 2025*
*Corrective Actions applied on 2 JUNE 2025*
*Maintenance*

# *MISSILE MAINTENANCE MANAGEMENT*

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**(AFGSC)**

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This Air Force Manual (AFMAN) implements Air Force Policy Directive (AFPD) 21-2, *Munitions*, and is consistent with DAFPD 21-1, *Maintenance of Military Materiel*. This manual establishes procedures for maintaining land-based Intercontinental Ballistic Missiles (ICBM) and Air Launched Cruise Missiles (ALCM). It applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard. This publication does not apply to the United States Space Force. Requirements of this publication must be implemented immediately. Units will contact the applicable Major Command (MAJCOM) for interpretations of the guidance contained in this manual. MAJCOMs may supplement this publication; route supplements to the office of primary responsibility (OPR) for coordination prior to certification and approval. The authorities to waive wing or unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number 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 publication OPR for non-tiered compliance items. Send a copy of

the approved waiver to the OPR within 30 days of approval. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 5 U.S. Code 552(a), *Records Maintained on Individuals,* Code of Federal Regulations 1320.5, *Controlling Paperwork Burdens on the Public,* and Federal Register, Volume 75, Number 140, *Routine Uses of Records*. The applicable System of Record Notice(s) (SORN) F021 AFSPC A, Cable Affairs Personnel/Agency Records is available at: **http://dpclo.defense.gov/Privacy/SORNs.aspx**. Ensure all records generated as a result of processes prescribed in this publication adhere to 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 OPR using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional chain of command.

**(AFGSC)** This supplement implements and extends the guidance of Air Force Manual (AFMAN) 21-202, *Missile Maintenance Management*. This instruction establishes maintenance and equipment management guidance applicable to Intercontinental Ballistic Missile (ICBM) base-level maintenance. This publication applies to all Air Force Global Strike Command (AFGSC) uniformed members of the Regular Air Force and civilian employees, the Air Force Reserve, the Air National Guard, and those who are contractually obligated to comply with Department of the Air Force publications. This publication does not apply to the United States Space Force. The authorities to waive wing or unit level requirements in this publication are identified with a tier ("T-0, T-1, T-2, T-3") number 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, through this publication's OPR. Requirements of this publication must be implemented within 90 days unless otherwise noted within specific paragraphs. 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 Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF 847 from the field through the appropriate functional chain of command. Submit completed DAF 847 to AFGSG/A4B, ICBM Policy team workflow, afgsc.a4bp.icbmpolicyteam@us.af.mil. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

## *SUMMARY OF CHANGES*

This document has been revised and must be completely reviewed. Changes include (1) incorporation of Guidance Memorandum, (2) identifies Production Superintendent and Expediter roles, (3) updated Maintenance Cybersecurity Discipline requirements, (4) replaces 576 FLTS/CC with 377 Test Evaluation Group (TEG), (5) correcting tier waiver authorities, (6) other administrative updates.

**(AFGSC)** This document has been revised and should be completely reviewed. Changes include, but are not limited to, the Wing Operations Center (WOC), addition of On-the-Job Training (OJT) Program for Field Training Detachment (FTD)-trained work centers, revisions to repeat/recur and reconciliation processes, updates to roles and responsibilities, consolidation to process responsibilities, updates to minimum qualified team reporting, and the addition of Excepted Program Depot Maintenance (EPDM), along with re-numbering paragraph throughout the document to realign with parent guidance.

## Chapter 1

## MAINTENANCE MANAGEMENT GUIDANCE.

**1.1. Introduction.** This manual prescribes missile maintenance guidance and procedures. AFMAN 21-200, *Munitions and Missile Maintenance Management* and AFMAN21-204, *Nuclear Weapon Maintenance* provide additional guidance. Cruise missile maintenance units will only follow guidance contained in chapters **1**, **2**, **6**, **8**, **Attachment 1**, and **Attachment 2** unless identified as (ICBM) preceding the paragraph. This publication is not applicable to Munitions units within ICBM maintenance groups or the 377 TEG. The following coding is used in this manual preceding certain paragraphs:

1.1.1. **(ICBM)** . This indicates applicability to ICBM units only, including the 377 TEG.

1.1.2. **(377 TEG) .** This indicates applicability to the 377 TEG only.

1.1.3. **(N/A 377 TEG) .** This indicates the specific paragraph or portion thereof is not applicable to the 377 TEG.

1.1.4. **(2 MUNS) .** This indicates this paragraph is applicable to the 2nd Munitions Squadron only.

1.1.5. **(Generation Flight) .** This indicates the paragraph is applicable to Generation Flight only within an ICBM unit or the 377 Flight Test Missile Maintenance Squadron (FTMMXS).

1.1.6. **(377 FTMMXS)** This indicates this paragraph is applicable to the 377th Flight Test Missile Maintenance Squadron only.

1.1.7. **(ALCM)** This indicates applicability to ALCM units only.

**1.2. Maintenance Concept.** All maintenance actions and management efforts must be directed towards the support of United States Strategic Command requirements. **(T-0)**

1.2.1. **(N/A 377 TEG)** Emergency War Order (EWO) Maintenance

1.2.1.1. At all operational ICBM bases, the normal day-to-day maintenance activities that contribute to achieving, maintaining, or enhancing alert postures are EWO activities. Thus, all Non-Mission Capable (NMC) and Partially-Mission Capable (PMC) maintenance at operational bases is EWO maintenance. EWO essential maintenance is repair actions required to generate or enhance the alert posture of missiles and enhance the launch capability of Launch Control Center (LCCs).

1.2.1.2. For maintenance during advanced Defense Readiness Conditions (DEFCON), the Maintenance Group Commander (MXG/CC) must consider the tradeoffs of temporary degrades in hardness/capability caused by performing high priority maintenance as opposed to not performing the maintenance. **(T-3)** In-shop EWO essential maintenance encompasses those repair actions required to support the generation effort during advanced DEFCONs. Maintenance personnel must know their responsibilities in the unit's EWO role.

1.2.2. **(ICBM)** Remove missiles from alert status to perform maintenance actions that prevent progressive degradation of missile systems or to perform tests prescribed in technical orders (T.O.), higher headquarters' directives, and instructions. **(T-3)** When practical, a scheduled off

alert will be planned to align with other maintenance requiring the sortie to be scheduled off alert.

1.2.3. Leaders at all levels will emphasize configuration management of ICBM Launch Facilities (LFs), LCCs, Launch Center Equipment Building (LCEBs), ALCMs, and all support equipment. **(T-2)**

1.2.4. **(ICBM)** Units will maintain LFs, LCCs, and LCEB to the same standard regardless of deployment status. **(T-1)** This also applies to LFs, LCCs, and LCEBs during transition to Sentinel until they are transferred to the contractor.

1.2.5. **(377 TEG)** Deficiency Reports will not be used to replace waiver authority for Flight Worthiness Assessments and Component Replacement Requests. **(T-0)** An Unsatisfactory Report can be used because the Department of Energy is its own waiver authority. Follow Air Force Global Strike Command (AFGSC) guidance for specific Force Development Evaluation (FDE) waiver requests.

1.2.6. Use only equipment authorized by technical data and/or T.O. 21M-LGM30G-12, *Safety and Electromagnetic Interference Provisions* to conduct maintenance. **(T-2)** Submit requests for alternate or substitute equipment or exempt powered devices through applicable office in AFGSC Directorate of Logistics and Engineering (AFGSC/A4).

1.2.7. Preventive Maintenance. Preventive maintenance is a combination of isochronal inspections and the "Find and Fix" philosophy. T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures* governs isochronal inspections. All qualified maintenance personnel will apply the "Find and Fix" philosophy by actively inspecting missile sites, cruise missiles, vehicles, and support equipment and making repairs within their capability. **(T-2)**

**1.3. Nuclear Certification Program.** Manage nuclear-certified equipment, software, vehicles, and end items identified in USAF Master Nuclear Certification List per AFI 63-125, *Nuclear Certification Program*. **https://members.lcmp.af.mil/mncl (T-1)**

**1.4. Munitions and Missile Maintenance Tactics, Techniques, and Procedures (TTP).** Maintenance leaders should utilize TTP volumes to accomplish the mission more effectively and efficiently. Munitions and Missile Maintenance TTP volumes may be found at: **https://usaf.dps.mil/teams/TTP/SitePages/Home.aspx**

**1.5. Safety.**

1.5.1. Use unit plans and supplements to establish specific roles and responsibilities during missile or nuclear mishaps and disaster response situations. **(T-2)** These may include Missile Potential Hazards (MPH), Propulsion System Rocket Engine (PSRE) or Post Boost Control System responses, Nuclear Weapon Accident/Incident responses, or Missile Booster Movement Plans.

1.5.1.1. **(Added-AFGSC)** Coordinate all plans and supplements through Wing Safety to Air Force Global Strike Command Safety (AFGSC/SE), Joint Nuclear Operations Center (JNOC), Air Force Global Strike Command ICBM & Helicopter Maintenance Division (AFGSC/A4B), 20 AF/A4 ICBM Logistics, and 20 AF Safety (20 AF/SE).

1.5.1.2. **(Added-AFGSC) [377 Test and Evaluation Group Only]** First coordinate plans and supplements through Space Launch Delta Safety 30 (SLD 30/SEW) and 377th Test and

Evaluation Group (TEG) Commander (377 Test and Evaluation Group/CC) and then to AFGSC/SE, AFGSC/A4B, 20 AF/A4 ICBM Logistics, and 20 AF/SE for approval.

1.5.2. **(ICBM)** The Missile Combat Crew (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 the lock pin assembly is installed in the safety control switch. The team chief on the LF has full authority to prohibit commencement and direct termination of any task.

1.5.3. When a critical safety deficiency is discovered, the reporting activity will submit a deficiency report. See T.O. 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution (DRI&R)* for detailed guidance. **(T-1)** Refer to AFGSC-developed stop-use procedures and **paragraph 5.8**.

1.5.4. **(ICBM)** Units will use the training Reentry System (RS) when generating the off-base training LF to simulated alert. **(T-1)**

**1.6. (ICBM) (N/A 377 TEG) Maintenance Augmentation Management.** Certain situations may require personnel not assigned to the Maintenance Group to perform maintenance actions as directed by the Missile Maintenance Operations Center (MMOC). All personnel will abide by DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*. **(T-0)**

1.6.1. MCCs and Missile Alert Facility Managers (MAFM) may perform locally specified maintenance tasks in the LCC/LCEB. The Maintenance and Operations Group Commanders must approve the specified maintenance tasks in writing. **(T-3)**

1.6.2. Security Forces may perform locally specified maintenance tasks at the LF. The Maintenance and Security Forces Group Commanders must approve specified maintenance tasks in writing. **(T-3)**

**1.7. Maintenance Cybersecurity Discipline.**

1.7.1. Maintaining positive maintenance cybersecurity discipline practices of Department of Defense (DoD) Information Technology (IT) is critical to sustaining the mission. Department of Defense Instruction (DoDI) 8500.01, *Cybersecurity*, defines both hardware and software that is physically part of, dedicated to, or essential in real-time to the mission assurance of special purpose weapon systems. DoD IT includes (but is not limited to) electronic tools (eTools), Improved Minuteman Physical Security System Data Tool, Environmental Control System Programmable Logic Controller devices, and all associated support equipment. The culture of positive cybersecurity awareness and actions necessary to sustain cybersecurity resiliency is required by all maintenance personnel to mitigate allusive cybersecurity threats and optimize enduring mission generation capabilities.

1.7.1.1. All users perform an integral role in prevention, detection, and reporting suspected corrupted software of DoD IT which includes Information Systems (IS) and Platform Information Technology, which is an electronic platform with information technology for a specific function. See **Table 1.1**.

1.7.1.2. Consult applicable Security Classification Guides listed in T.O. 33-1-38, *Cybersecurity for Automatic Test Equipment and Support Test Equipment* (ATE/STE).

T.O. 33-1-38 provides guidance for Cybersecurity Incident Reporting and refers users to applicable technical manuals, instructions, and publications when determining the classification of cybersecurity incidents and vulnerability documents.

1.7.1.3. Mission Design Series (MDS) Lead Commands in coordination with the applicable Program Manager will develop MDS and Support Equipment (SE) cybersecurity threat mitigation methods and procedures for organizational and intermediate level maintenance activities. **(T-2)** The methods and procedures must detect malicious code, report cybersecurity incidence and issues, and remediate the incidence and issue affecting the MDS or SE. **(T-2) Note:** Mitigation plan should be developed per DoDI 8500.01; T.O. 33-1-38, DoD 8570.01, *Information Assurance Workforce Improvement Program*; Military Standard (MIL-STD)-38784A, *General Style and Format Requirements for Technical Manuals*; 17- series AFIs.

**Table 1.1. Tiered Interface Examples.**

| TIER | Type of Interface | Examples | Applicable T.O.s |
|---|---|---|---|
| 1 | On-Board | Environmental Control System Program Logic Controller, Improved Minuteman Physical Security System Data Interface Software, B-52 DTC Mission File | Device T.O. |
| 2 | Directly Connected | Explosive Set Circuitry Test Set, Improved Minuteman Physical Security System Data Tool, Code Change Verifier, Digital Tape Unit, Controller Monitor, Site Activation Remote Control, Electronic System Test Set | Device T.O. |
| 3 | Indirectly Connected | Guided Missile Automated Testing System, Wing Code Processing System, Missile Radar Altimeter Test Set | Device T.O. |
| 4 | Not Connected | eTools | T.O. 00-5-1, *Air Force Technical Order System* |

**1.8. (Added-AFGSC) Technical Data.**

1.8.1. **(Added-AFGSC)** The following ICBM Reentry System (RS) mate/demate and handling tasks will be checked off by maintenance teams IAW AFMAN 21-204, *Nuclear Weapons Maintenance*. **(T-2).** The following lead titled paragraphs identified in the 21M-LGM30G-2-33, 21M-LGM30G-2-36, 21M-LGM30G-2-22, and 21M-LGM30G-1-17 will be checked off.

1.8.2. **(Added-AFGSC)** Transfer RS tasks.

1.8.2.1. **(Added-AFGSC)** Load.

1.8.2.1.1. **(Added-AFGSC)** Loading Forward Shroud.

1.8.2.1.2. **(Added-AFGSC)** Loading RS Aft Element Through Rear Doors of Payload Transporter Semi-Trailer (PTS).

1.8.2.1.3. **(Added-AFGSC)** Loading RS Aft Element from Munitions Facility Pit.

1.8.2.1.4. **(Added-AFGSC)** Temporarily Closing RS Vault.

1.8.2.2. **(Added-AFGSC)** Unload.

1.8.2.2.1. **(Added-AFGSC)** Unloading RS Aft Element into MF Pit.

1.8.2.2.2. **(Added-AFGSC)** Unloading Forward Shroud.

1.8.2.3. **(Added-AFGSC)** RS Handle.

1.8.2.3.1. **(Added-AFGSC)** Removing Forward Shroud and Securing RS in Payload Transporter (PT).

1.8.2.3.2. **(Added-AFGSC)** Removing Forward Shroud.

1.8.2.3.3. **(Added-AFGSC)** Removing Aft Element from Floor Hardpoints and Securing in PTS.

1.8.2.3.4. **(Added-AFGSC)** Transferring RS Aft Element from One Pallet to Another.

1.8.2.3.5. **(Added-AFGSC)** Preparing to Transfer Aft Element from Pallet to Pallet.

1.8.2.3.6. **(Added-AFGSC)** Transfer and Temporary Securing of Aft Element from Pallet to Pallet.

1.8.2.3.7. **(Added-AFGSC)** Transfer of Aft Element from Position 2 or 3 and Securing for Transport.

1.8.2.3.8. **(Added-AFGSC)** Transfer Aft Element with Aft Element Pallet Plate from Pallet to Pallet.

1.8.2.3.9. **(Added-AFGSC)** Preparing RS Aft Element for Installation.

1.8.2.3.10. **(Added-AFGSC)** Installing RS Aft Element on PT Hardpoints.

1.8.2.3.11. **(Added-AFGSC)** Installing Forward Shroud on RS Aft Element.

1.8.2.3.12. **(Added-AFGSC)** Removing RS Forward Shroud with Stripped or Broken Nut Baskets.

1.8.2.4. **(Added-AFGSC)** Alternate Load/Unload.

1.8.2.4.1. **(Added-AFGSC)** Alternate Load Procedures for RS Aft Element Through Rear Doors of PT.

1.8.2.4.2. **(Added-AFGSC)** Procedures for RS Lowering into the MF Pit Using Payload Transporter if MF Pit Hoist is Not Operational.

1.8.2.4.3. **(Added-AFGSC)** Procedures for RS Raising from MF Pit Using Payload Transporter if MF Pit Hoist is Not Operational.

1.8.2.4.4. **(Added-AFGSC)** Alternate Unloading RS Aft Element Through Rear Doors of PT.

1.8.2.4.5. **(Added-AFGSC)** Loading RS Aft Element from MF Pit (Alternate Procedure).

1.8.2.4.6. **(Added-AFGSC)** Unloading RS Aft Element into MF Pit (Alternate Procedures).

1.8.3. **(Added-AFGSC)** Transport Tasks.

1.8.3.1. **(Added-AFGSC)** Open SAP Doors.

1.8.3.2. **(Added-AFGSC)** Close SAP Doors.

1.8.3.3. **(Added-AFGSC)** Securing PT After Loading or Unloading.

1.8.3.4. **(Added-AFGSC)** Transporting RS to and From Launch Facility (LF).

1.8.3.5. **(Added-AFGSC)** Opening RS Vault.

1.8.3.6. **(Added-AFGSC)** Securing RS Vault.

1.8.4. **(Added-AFGSC)** Mate/Demate Tasks.

1.8.4.1. **(Added-AFGSC)** Mate RS.

1.8.4.1.1. **(Added-AFGSC)** Install RS in Launch Tube.

1.8.4.1.2. **(Added-AFGSC)** Warhead Monitor Loop Continuity Check and Arm/Disarm Circuits Hazardous Current Check.

1.8.4.1.3. **(Added-AFGSC)** Checking Interface Area of PBCS.

1.8.4.1.4. **(Added-AFGSC)** Prepare for RS Installation.

1.8.4.1.5. **(Added-AFGSC)** Positioning RS on MGS.

1.8.4.1.6. **(Added-AFGSC)** Electrical Checkout of RS.

1.8.4.1.7. **(Added-AFGSC)** Electrically Mating RS to MGS.

1.8.4.1.8. **(Added-AFGSC)** Removing Handling Equipment.

1.8.4.1.9. **(Added-AFGSC)** Resistance Check from LF to RS.

1.8.4.1.10. **(Added-AFGSC)** RS Partial Mechanical Mating.

1.8.4.2. **(Added-AFGSC)** Demate RS.

1.8.4.2.1. **(Added-AFGSC)** Installing RS Handling Equipment.

1.8.4.2.2. **(Added-AFGSC)** Electrically Disconnecting RS.

1.8.4.2.3. **(Added-AFGSC)** Mechanically Disconnecting RS and Hoisting RS from Launch Tube.

1.8.4.2.4. **(Added-AFGSC)** RS Arming and Fuzing Fault Electrical Check.

1.8.4.2.5. **(Added-AFGSC)** Alternate Procedures for Disconnecting RS Electrical Cables.

1.8.5. **(Added-AFGSC)** New Strategic Arms Reduction Treaty (NST) Tasks.

1.8.5.1. **(Added-AFGSC)** NST Reentry Vehicle (RV) On-site Inspection.

1.8.6. **(Added-AFGSC)** Additional Tasks.

1.8.6.1. **(Added-AFGSC)** Install R/S on SELM Spacer.

1.8.6.2. **(Added-AFGSC)** Remove R/S from SELM Spacer.

1.8.6.3. **(Added-AFGSC)** Hazardous Current Check at Main Distribution Box - Skirt Umbilical Cable is Excluded from Critical Task Supervisor Requirements IAW AFMAN 21-204.

**1.9. (Added-AFGSC)[ICBM] Wing Operations Center (WOC).**

1.9.1. **(Added-AFGSC)** The WOC serves as the Missile Wings' focal point for planning, execution, and monitoring of all missile maintenance operations impacting the missile complex, mission support equipment, and other on-base tasks. The WOC staff is comprised of a WOC Director, WOC Deputy Director, Current Operations (CUOPS), and Future Operations (FUOPS).

1.9.2. **(Added-AFGSC)** The CUOPS primary mission is to monitor and track daily operations and coordinate with appropriate agencies to ensure execution of the Wing's daily objectives. MMOC is a component of the CUOPS.

1.9.3. **(Added-AFGSC)** The FUOPS primary mission is to plan, schedule, and integrate maintenance operations and present a comprehensive view to the Missile Wing Commander (MW/CC). Plans & Scheduling (P&S) is a component of the FUOPS.

1.9.4. **(Added-AFGSC)** Administrative Control (ADCON) of CUOPS and FUOPS personnel will be held within their respective groups.

1.9.5. **(Added-AFGSC)** Refer to Air Force Global Strike Command Instruction (AFGSCI) 13-5307, *Wing Operations Center Management,* for further WOC details.

## Chapter 2

## ROLES AND RESPONSIBILITIES.

**2.1. Introduction.** This chapter identifies roles and responsibilities applicable to maintenance management. This chapter applies to the 377 TEG unless indicated and where the division or position exists.

**2.2. Air Force Global Strike Command.** As the lead command for ICBMs and cruise missiles, AFGSC develops management guidance and procedures that allow units to achieve the highest levels of safety, nuclear surety, security, and productivity. Where applicable, AFGSC will:

2.2.1. ICBM:

2.2.1.1. Develop Missile Maintenance Priority Designator lists, Mission Essential Subsystem lists, and ICBM Communications Mission Capability lists and post them on the Air Force Nuclear Munitions Command and Control (NMC2) website. **https://usaf.dps.mil/teams/11262/afgsc/SitePages/HQ-AFGSC.aspx**

2.2.1.1. **(AFGSC)** Coordinate Missile Maintenance Priority Designator lists, Mission Essential Subsystem lists, ICBM Communications Mission Capability lists, and Minimum Essential Equipment lists with 20 AF and MWs prior to posting on NMC2.

2.2.1.2. Ensure development of guidance to support and resolve a MPH.

2.2.1.3. Develop guidance to execute stop-use procedures.

2.2.1.4. Develop guidance for units to coordinate changes to the published maintenance schedule.

2.2.1.5. Develop guidance to assist units with verifying maintenance data integrity. Develop the Data Integrity Team (DIT) Brief and post on NMC2.

2.2.1.6. Develop guidance for the management and use of lesson plans or task breakdowns used by work center trainers and Maintenance Training Section (MTS) instructors.

2.2.1.6.1. **(Added-AFGSC)** Maintain MAJCOM Centrally Managed lesson plans and task breakdowns IAW **paragraph 6.10.**

2.2.1.7. Ensure the development of a FDE mission assurance certification program.

2.2.1.8. Develop guidance for units to establish a corrosion prevention and control program.

2.2.1.9. Serve as the primary interface between the missile wings and the 982d Training Group concerning Field Training Detachment (FTD) training courses and support agreements.

2.2.1.10. Validate Cable Affairs funding and support requests (e.g., funding support, engineering package reviews, depot level maintenance support, etc.) and coordinate with appropriate agencies.

2.2.1.11. Establish number of training slots required for FTD journeyman courses and publish in the MAJCOM Mandatory Course List (MMCL). Review and update the MMCL

annually and coordinate with Air Education and Training Command (AETC) curriculum managers.

2.2.1.12. Ensure subject matter expert support for major maintenance activities outside normal duty hours.

2.2.1.13. **(Added-AFGSC)** Comply with monthly reporting requirements IAW **paragraph 5.18**.

2.2.1.14. **(Added-AFGSC)** Utilize the Olympic Shield Information Exchange Visit (IEV) program with assistance from 20 AF to identify unit best practices, opportunities for improvement/standardization, and to generate recommendations for unit-level and Higher Headquarters (HHQ) improvements.

2.2.1.15. **(Added-AFGSC)** Develop and manage Site Inspection Checklist and upload to NMC2.

2.2.1.16. **(Added-AFGSC)** Monitor and coordinate corrections to NMC2 Status Dashboard & Force Status Readiness (FSR) database with MMOC.

2.2.1.17. **(Added-AFGSC)** Coordinate preliminary technical orders for missile maintenance procedures with 20 AF prior to approval for field use.

2.2.1.18. **(Added-AFGSC)** Establish an Annual Scheduling and Planning Conference (ASPC) IAW **paragraph 5.13.**

2.2.1.19. **(Added-AFGSC)** Maintain AFGSC Standardized Job Standard (JSTs) listing in NMC2.

2.2.1.20. **(Added-AFGSC)** Manage HHQ MNX requests IAW **paragraph 5.17**.

2.2.1.21. **(Added-AFGSC)** Manage and direct sustainment activities supporting Minuteman III (MMIII) weapon system facilities systems, infrastructure, and support equipment.

2.2.1.22. **(Added-AFGSC)** Manage the Periodic Maintenance Team (PMT) van/PT/Transporter Erector Replacement Program (TERP)/Payload Transporter Replacement (PTR) Programmed Depot Maintenance (PDM) process.

2.2.1.23. **(Added-AFGSC)** Articulate force provider/warfighter requirements for ICBM support, life extension, programmed depot maintenance and ICBM Weapon System Risk Management Programs.

2.2.1.24. **(Added-AFGSC)** Provide a customer focused input to the AFNWC integrated deployment plan/schedules in support of weapon system modification/modernization programs.

2.2.1.25. **(Added-AFGSC)** Oversee MAJCOM Battery Replacement Program IAW **paragraph 5.16**.

2.2.1.26. **(Added-AFGSC)** Manage Sentinel transition IAW **paragraph 5.19**.

2.2.1.27. **(Added-AFGSC)** Joint Nuclear Operations Center (JNOC):

2.2.1.27.1. **(Added-AFGSC)** Provide total force situational awareness for USSTRATCOM, Air Forces Strategic (AFSTRAT-Air), AFGSC, Joint Global

Strike Operations Center (J-GSOC) and 20 AF by monitoring ICBM operations, security forces, and maintenance activities.

2.2.1.27.2. **(Added-AFGSC)** Provide force status monitoring and tracking to USSTRATCOM to ensure compliance with Operation Global Citadel (OGC) and NST requirements.

2.2.1.27.3. **(Added-AFGSC)** Coordinate major maintenance schedules with the WOC and track completion and cancellation status.

2.2.1.27.4. **(Added-AFGSC)** Actively monitor in-progress major maintenance activities.

2.2.1.27.5. **(Added-AFGSC)** Review daily maintenance schedules for conformity to published weekly schedules and Nuclear Tasking Orders (NTO).

2.2.1.27.6. **(Added-AFGSC)** Monitor HHQ MNX requests IAW **paragraph 5.17**.

2.2.1.27.7. **(Added-AFGSC)** Compare maintenance schedules with current LF/LCC status to ensure compliance with OGC requirements.

2.2.1.27.8. **(Added-AFGSC)** Conduct a daily Nuclear Command, Control & Communications (NC3) cross check.

2.2.1.27.9. **(Added-AFGSC)** Verify Launch Control Center (LCC) NC3 system status for accuracy utilizing Wing Command Post (WCP) controllers, NMC2, FSR, and U.S. Strategic Command (USSTRATCOM) reports.

2.2.1.27.10. **(Added-AFGSC)** Coordinate all Emergency Engineering Technical Assistance Requests (ETAR) and Missile Potential Hazard (MPH) teleconferences IAW **Chapter 10**.

2.2.1.27.11. **(Added-AFGSC)** Monitor FSR database for accurate reporting and coordinate discrepancies with Missile Wing's MMOC.

2.2.1.27.12. **(Added-AFGSC)** Coordinate with 20 AF to establish the alternate ICBM Watch Desk during emergency situations at Barksdale AFB (e.g. power outages, flooding, hurricanes).

2.2.1.28. **(Added-AFGSC)** 20 AF General Responsibilities:

2.2.1.28.1. **(Added-AFGSC)** Develop course materials for ICBM Trainer, Evaluator, and Team Chief Courses.

2.2.1.28.1.1. **(Added-AFGSC)** Allocate quotas and administer Maintenance Evaluator Course.

2.2.1.28.2. **(Added-AFGSC)** Assist AFGSC/A4B with the technical expertise necessary to resolve equipment concerns, equipment and part shortages, transfers, and final dispositions.

2.2.1.28.3. **(Added-AFGSC)** Screen all ETAR/Maintenance Assistance Request (MAR) for technical content and necessity when received from an ICBM unit to include 377 TEG and forward all submissions utilizing NMC2.

2.2.1.28.3.1. **(Added-AFGSC)** ETARs will be returned to the unit with the appropriate direction for resolution of deficiencies and resubmitted if determined to be invalid or unnecessary.

2.2.1.28.3.2. **(Added-AFGSC)** AFGSC/A4B will be the final approval/disapproval authority for all ETARs/MARs.

2.2.1.28.4. **(Added-AFGSC)** Support AFGSC/A4B as needed for T.O. verification and other program management.

2.2.1.28.5. **(Added-AFGSC)** Monitor unit maintenance activities daily and notify MAJCOM support agencies to assist and facilitate any unit maintenance support requests.

2.2.1.28.6. **(Added-AFGSC)** Manage the Olympic Shield IEV program.

2.2.1.28.7. **(Added-AFGSC)** Provide AFGSC/A4B a summary of IEV events and recommendations to identify unit best practices, opportunities for improvement/standardization, and to generate recommendations for unit-level and HHQ improvements.

2.2.1.28.8. **(Added-AFGSC)** Monitor unit alert rate and maintenance status for impact on warfighting capabilities.

2.2.1.28.9. **(Added-AFGSC)** Monitor HHQ MNX requests IAW **paragraph 5.17**.

2.2.1.28.10. **(Added-AFGSC) C**onduct MMIII to Sentinel fleet management responsibilities during transition and deployment of Sentinel to include:

2.2.1.28.10.1. **(Added-AFGSC)** Ensure OGC requirements are met.

2.2.1.28.10.2. **(Added-AFGSC)** Ensure NST requirements are met.

2.2.1.28.10.3. **(Added-AFGSC)** Ensure Sentinel Order of Service requirements are met.

2.2.1.28.10.4. **(Added-AFGSC)** Track and coordinate weapon system configuration changes with AFGSC/A4W and AFGSC/A4Z.

2.2.1.28.10.5. **(Added-AFGSC)** Assess LF/LCC transition execution schedule impacts to OGC.

2.2.1.28.10.5.1. **(Added-AFGSC)** Track LF transfer, LCC transfer, and contractor work in progress status from unit Program Integration Office (PIO).

2.2.1.28.10.5.2. **(Added-AFGSC)** Track current and/or changes to transition schedule from unit PIO.

2.2.1.28.10.5.3. **(Added-AFGSC)** Track completed Sentinel conversion status of LFs and, Launch Centers (LCs).

2.2.1.28.10.6. **(Added-AFGSC)** Report any changes to Sentinel transition site status (LF, LCC, LC and Communication Support Facilities) to JNOC.

2.2.1.28.10.7. **(Added-AFGSC)** Execute 20 AF/A4 responsibilities for the ASPC IAW **paragraph 5.13.**

2.2.1.28.11. **(Added-AFGSC)** Support the JNOC ICBM division as the alternate ICBM Watch Desk during emergency situations at Barksdale AFB.

2.2.1.29. **(Added-AFGSC)** AFGSC/A4N Nuclear Command, Control and Communications (NC3) Sustainment Division will:

2.2.1.29.1. **(Added-AFGSC)** Serve as the Lead Command Manager for sustainment activities supporting AN/FSC-151 configuration of the AN/USQ-225 (NC3) weapon system.

2.2.1.29.2. **(Added-AFGSC)** Serve as the primary liaison between the Missile Wings and appropriate program offices and depot repair agencies.

2.2.1.29.3. **(Added-AFGSC)** Review and provide input to new/follow-on vendor contract proposals.

2.2.1.29.4. **(Added-AFGSC)** Provide a customer focused input to the AFNWC integrated deployment plan/schedules in support of AN/FSC-151 configuration of the AN/USQ-225 (NC3) weapon system modification/modernization programs.

2.2.1.29.5. **(Added-AFGSC)** Monitor NC3 maintenance activities and notify MAJCOM support agencies to assist and facilitate any unit maintenance support requests.

2.2.1.29.6. **(Added-AFGSC)** Monitor MICAP and sustainment engineering efforts on NC3 components.

2.2.1.29.7. **(Added-AFGSC)** Actively monitor in-progress major maintenance activities for NC3 related deficiencies.

2.2.1.29.8. **(Added-AFGSC)** Develop guidance to assist units with the Integrated Maintenance Data System (IMDS) maintenance/status reporting processes.

2.2.1.29.9. **(Added-AFGSC)** Comply with monthly reporting requirements IAW **paragraph 5.18**.

2.2.1.29.10. **(Added-AFGSC)** Verify LCC NC3 system status accuracy utilizing Maintenance Information System (MIS), NMC2, Force Status Readiness (FSR), and U.S. Strategic Command (USSTRATCOM) reports.

2.2.1.29.10.1. **(Added-AFGSC)** Coordinate deficiency corrections with MMOC/Production Superintendents.

2.2.1.29.11. **(Added-AFGSC)** Coordinate Minuteman Minimal Essential Emergency Communications Network (MEECN) Program (MMP) Type I training for Missile Communications Maintenance (MCM) personnel to be provided by the prime contractor.

2.2.1.29.12. **(Added-AFGSC)** Serve as the validator for all ETARs and MARs for NC3 related deficiencies IAW AFMCMAN 63-1202, *Air Force Material Command Engineering Technical Assistance Request (ETAR) process*.

2.2.1.29.13. **(Added-AFGSC)** Augment AFGSC/A4B/20 AF as needed for NC3 related Technical Order (T.O.) validation and verification.

2.2.1.29.14. **(Added-AFGSC)** Coordinate prioritization of depot level repairs to NC3 CLS components.

2.2.1.29.15. **(Added-AFGSC)** Monitor MMIII to Sentinel NC3 transition and deployment of Sentinel to include:

2.2.1.29.15.1. **(Added-AFGSC)** Track and coordinate AN/USQ-225 weapon system configuration changes with AFGSC/A4B, AFGSC/A4W, AFGSC/A4Z, AFGSC/A5C and AFNWC/NCL.

2.2.1.29.15.2. **(Added-AFGSC)** Assess LCC transition execution schedule impacts to NC3 operations.

2.2.1.29.15.3. **(Added-AFGSC)** Track LCC transfer/contractor work in progress status as pertains to NC3 systems.

2.2.2. ALCM

2.2.2.1. Develop processes to identify and manage attrition reserve cruise missiles and interface test missiles.

2.2.2.2. Ensure subject matter expert support for MAJCOM identified maintenance activities outside normal duty hours.

2.2.2.3. Develop guidance to execute stop-use procedures.

2.2.2.4. Develop, publish, and disseminate applicable reports from **Chapter 8**.

2.2.2.5. **(Added-AFGSC)** Develop, publish, and disseminate the following reports:

2.2.2.5.1. **(Added-AFGSC)** Cruise Missile Status report. The report should include at a minimum the mission capability status of the stockpile fleet, launch gear, and TCTOs. Should be completed NLT the first week of each month and transmitted to AFNWC/NDM & other cruise missile stakeholders.

2.2.2.5.2. **(Added-AFGSC)** Automated Test Equipment report. The report should include top level Electronic System Test Set (ESTS) numbers at each unit and status. Include the limiting factor preventing each ESTS from FMC status. Should be completed NLT the first week of each month and transmitted to AFLCMC/WNA.

2.2.2.6. **(Added-AFGSC)** Coordinate received analysis products with AFNWC/NDME, AFNWC/NDMT, CAD/PAD, and applicable agencies as required.

2.2.2.7. **(Added-AFGSC)** Analyze and coordinate through to approval of the Depot Customer Work Agreement (DCWA) and the Work Specification with the respective Depot(s) and System Program Office(s) IAW AFMAN 63-143, *Centralized Asset Management Procedures*.

2.2.2.8. **(Added-AFGSC)** Collaborate with AFLCMC/WNA and AFNWC/NDME to evaluate ALCM metrics and perform trend analysis of diagnostic testing results to determine high failure and most-likely-to-fail items to aid in test and missile systems troubleshooting. **(T-2)**.

2.2.2.9. **(Added-AFGSC)** Advise and brief HAF/A4L and AFGSC 2M0XX MFM overall health of the fleet and expected limiting factors to maintenance production (i.e. condition of stockpile, manpower) as required.

2.2.2.10. **(Added-AFGSC)** Manage the AFGSC Cruise Missile Systems award program for AFGSC 2M0XX MFM.

2.2.2.11. **(Added-AFGSC)** Support AFGSC/SE with NSSAV requirements, if requested by the unit attempt to include any/all additional briefs, supplemental evaluations and inspections during these visits.

2.2.2.12. **(Added-AFGSC)** Advocate and reconcile initiatives for legacy and emergent weapon systems across inner MAJCOM directorates, subordinate units and external with the respective System Program Office(s). (i.e. security requirements, testing capabilities).

2.2.2.13. **(Added-AFGSC)** Collect, socialize, and author TTPs across both legacy and emergent weapon systems to ensure unity across both mission sets and the greater AFSC.

2.2.2.14. **(Added-AFGSC)** Serve as a principal member to advocate for unit needs at the bi-weekly ALCM and Cruise Missile – Automatic Test System (CM-ATS) Integrated Product Team meetings and at AFLCMC/AFNWC Division Reviews and/or Program(s) Management Reviews.

2.2.2.15. **(Added-AFGSC)** Develop guidance and processes to identify and manage Attrition Reserve (AR) Missiles and Interface Test Trainer missiles (ITT) with affected units and impacted Depot(s) and SPO(s) as required.

2.2.2.16. **(Added-AFGSC)** Monitor, coordinate, and when appropriate fund transfers of equipment, items, and procured/reclaimed parts across the ALCM enterprise to support both legacy and emergent mission sets.

2.2.2.17. **(Added-AFGSC)** Advocate for AFGSC ALCM year of execution funding, coordinate for Centralized Asset Management (CAM) to meet Weapon System Sustainment (WSS) requirements with AFGSC/A4PY & AFGSC/A5ZW.

2.2.2.18. **(Added-AFGSC)** Analyze available and provided reports to anticipate and solve emergent limiting factors to parts procurement and requisition (i.e. MIS, unit reports).

**2.3. Air Force Materiel Command (AFMC).** As a supporting command for ICBM and cruise missiles, AFMC develops guidance and procedures that support the highest levels of safety, nuclear surety, security, and productivity. AFMC leads the logistics and sustainment of ICBMs, ALCMs, and associated equipment. In addition to requirements in other publications, AFMC will:

2.3.1. Establish a Missile Mishap Response Team (MMRT) to assist AFGSC with the technical expertise and equipment necessary to respond to an ICBM event outside the technical scope of an ICBM field unit.

2.3.2. Develop guidance for the MMRT, which must include at a minimum: team composition, equipment, training, and the frequency and scope of exercise activities.

2.3.3. Ensure engineering support for major maintenance activities outside normal duty hours.

**2.4. (ICBM) Missile Wing Commander (MW/CC).** The MW/CC is responsible to the 20th Air Force Commander for mission execution. The MW/CC will:

2.4.1. Ensure Maintenance, Security Forces, Operations, and Mission Support Groups develop joint planning and scheduling cycles to ensure the best use of personnel and resources to accomplish sortie production and long-term fleet health.

2.4.2. Conduct a daily "Wing Standup" meeting. This meeting will include, at a minimum, a review of previous, current, and future activities, focused on identifying and resolving issues with executing the established maintenance schedule.

2.4.3. Review and approve all night-time major maintenance on a case-by-case basis in accordance with **Table 5.2**.

2.4.4. **(Added-AFGSC)(N/A 377 TEG)** Establish a Wing Operations Center IAW AFGSCI 13-5307, *Wing Operations Center Management*, for maintenance planning and scheduling requirements.

2.4.5. **(Added-AFGSC)** Ensure units participate in the ASPC IAW **paragraph 5.13.**

**2.5. (ICBM) Maintenance Group Commander (MXG/CC).** The MXG/CC provides maximum warfighting capability to the MW/CC. The 377 Test and Evaluation Group Commander (TEG/CC) is the equivalent of an MXG/CC. The responsibilities, expectations, and the specified roles listed in Department of the Air Force Instruction (DAFI) 21-101 *Aircraft and Equipment Maintenance Management* and AFMAN 21-20X series publications require review for application, the MXG/CC will:

2.5.1. Ensure development of emergency response plans, as required.

2.5.1.1. **(Added-AFGSC)** Coordinate all emergency response plans/supplements through AFGSC/SE, AFGSC/A4B, 20 AF/SE, and JNOC. **(377 TEG Only)** Coordinate plans and supplements through SLD30/SEW, AFGSC/SE, AFGSC/A4B and 20 AF/SE.

2.5.1.2. **(Added-AFGSC)** Determine if a Missile Potential Hazard (MPH) condition exists and resolve IAW **Chapter 10**.

2.5.2. Ensure development of an environmental program and occupational health which complies with all federal, state, local, and Air Force requirements. Serve as a representative on the base environmental, safety and occupational health council.

2.5.3. Approve team structures for any team without a certified team chief. This should be limited to escort duties, flood control, snow removal, site refueling, or similar operations.

2.5.4. Maintain agreements guaranteeing non-destructive inspection support by authorized agencies. Notify the AFGSC logistics division if support is lost.

2.5.5. Ensure implementation of a corrosion control prevention, detection, and treatment program for all assigned equipment and facilities in accordance with MAJCOM guidance.

2.5.6. Approve weekend major maintenance and maintenance requiring the site to be penetrated after official sunset or before official sunrise in accordance with **Table 5.2** (377 TEG refer to **Table 5.3**.).

2.5.7. **(N/A 377 TEG) .** Approve all cannibalization requests for L-Cat launchers.

2.5.8. **(N/A 377 TEG)** Ensure special purpose vehicles (e.g., payload transporters and transporter erectors) to include cranes are parked indoors during winter months when not in use.

2.5.9. **(Added-AFGSC)** Determine participants to attend ICBM Maintenance Supervision and Production Course (MSPC).

2.5.10. **(Added-AFGSC)** Implement and chair a Maintenance Supply Analysis Briefing.

2.5.10.1. **(Added-AFGSC)** Briefing will include current weapon system resources and support status, specific problem areas and action plans for improvement of the overall repair cycle process.

2.5.10.2. **(Added-AFGSC)** Briefing will include focus on local repair initiatives under the Air Force Repair Enhancement Program (AFREP) if established.

2.5.11. **(Added-AFGSC)** Investigate all Deficiency Report (DRs) recommending credit reversal. Submit rebuttal as required.

2.5.12. **(Added-AFGSC)** Ensure ETARs and MARs are submitted and routed through NMC2, IAW T.O. 00-25-107, *Maintenance Assistance*. An ETAR is used for engineering support/disposition, and a MAR requests Depot maintenance.

2.5.13. **(Added-AFGSC)** Ensure JNOC notification is accomplished immediately for any "Emergency Telephone", or after-hours "Work-Stoppage" ETARS required resolving a critical issue with a team on-site. The JNOC will in turn notify AFGSC/A4B, System Program Office (SPO) engineering authority, and 20 AF/A4.

2.5.13.1. **(Added-AFGSC)** AFGSC/A4B and 20 AF/A4 will complete immediate processing and/or verbal approval for alternate procedures.

2.5.13.2. **(Added-AFGSC)** Verbal approvals require a teleconference between unit leadership, SPO engineering authority, 20 AF/A4 and AFGSC/A4B.

2.5.14. **(Added-AFGSC)** Ensure units will not implement any ETAR direction from the SPO until it has been approved and released by AFGSC/A4B.

2.5.15. **(Added-AFGSC)** Ensure personnel performing "Extension of the Workforce" maintenance tasks are current on all applicable Special Certification Roster (SCRs) tasks.

2.5.16. **(Added-AFGSC)** Utilize the ICBM Integrated Deployment Guide (IDG) located in NMC2 for planning, scheduling, and executing ICBM programmed maintenance and to integrate current and future maintenance programs.

2.5.17. **(Added-AFGSC)(N/A 377 TEG)** Maintain minimum qualified team and minimum daily dispatch scheduling requirements IAW **Table 2.1** and **Table 2.2.**

2.5.17.1. **(Added-AFGSC)(N/A 377 TEG)** Inform AFGSC/A4B monthly if unit does not meet minimum qualified team requirements IAW **Table 2.1** on NMC2 by the 5th duty day of the month. Team members unable to dispatch for greater than 3 months (e.g. leave, PRP, etc.) will not be counted as qualified.

2.5.17.2. **(Added-AFGSC)(N/A 377 TEG)** Brief failure to meet minimum qualified maintenance teams and actions or compensatory measures that are in place to minimize the impact on maintenance and a projected "get well" date to AFGSC/A4 during Director's Update Brief.

2.5.17.3. **(Added-AFGSC)(N/A 377 TEG)** Identify failure to meet daily minimum dispatch requirements IAW **Table 2.2** on the daily and weekly schedules uploaded to NMC2.

2.5.18. **(Added-AFGSC)** Ensure units complete monthly metric package as directed by AFGSC IAW **paragraph 3.3.1.5.8**.

2.5.18.1. **(Added-AFGSC)** Ensure packages are uploaded to NMC2 No Later than (NLT) the 20th calendar day each month for the previous month's data.

2.5.18.2. **(Added-AFGSC)** Brief unit MAJCOM standardized metric package to AFGSC/A4 during Director's Update Brief to include commander assessment of organizational constraints impacting unit metrics.

2.5.19. **(Added-AFGSC)** Oversee the WRF reconciliation process IAW **paragraph 5.12.**

2.5.20. **(Added-AFGSC)** Oversee the Trend Analysis of Deficiency Reporting IAW **paragraph 5.15.**

2.5.21. **(Added-AFGSC)** Support the Future Operations (FUOPS) in all ICBM Missile Complex planning endeavors and support the Current Operations (CUOPS) Chief in execution of daily schedule and duties.

2.5.22. **(Added-AFGSC)**(ICBM) Brief current status of each annual MAJCOM Mandatory Course Listing (MMCL) requirement to AFGSC/A4 during Director's Update Brief.

2.5.23. **(Added-AFGSC)** Administer ICBM Trainer and Team Chief courses and provide end of course feedback to 20 AF.

**2.6. (ICBM) Deputy Maintenance Group Commander (MXG/CD).** The MXG/CD assists the MXG/CC and has the same requisite authority as delegated by the MXG/CC. The 377 TEG/CD is responsible for these tasks in their unit. The responsibilities, expectations, and the specified roles listed in DAFI 21-101 and AFMAN 21-20X series publications require review for application. The MXG/CD will:

2.6.1. Chair the daily production meeting to review, at a minimum, site status, Mission Capable (MICAP) status, previous day's schedule deviations, current-day maintenance schedule execution, and next day's maintenance forecast.

2.6.2. Review the following items at least weekly:

2.6.2.1. Next week's maintenance schedule to de-conflict shared resources.

2.6.2.2. Overdue inspections and planned corrective actions.

2.6.2.3. Status of Time Compliance Technical Orders (TCTOs).

2.6.2.4. Previous week's deviations to maintenance schedules.

2.6.2.5. Items overdue Due-In-From-Maintenance.

2.6.2.6. **(Added-AFGSC)(N/A 377 TEG)** Sentinel transition sites (LF, LCC, LC) status.

**Table 2.1. (Added-AFGSC) Minimum Qualified Team Requirements.**

| Minimum Qualified Team Requirements[1] | |
|---|---|
| Missile Maintenance Team (MMT) | 5 qualified teams |
| Electro-Mechanical Team (EMT) | 8 qualified teams[2] |
| Facilities Maintenance Team (FMT) | 8 qualified teams |
| Missile Handling Team (MHT) | 2 qualified teams |
| Periodic Maintenance Team (PMT) | 2 qualified teams |
| Survivable Systems Team (SST) | 2 qualified teams[3] |
| Missile Communications Maintenance (MCM) | 4 qualified teams |
| Hardened Intersite Cabling System (HICS) | 2 qualified teams |
| Corrosion | 1 qualified team |
| Cable Affairs | 1 qualified team |
| **Note:**<br>1. (N/A Cable Affairs) One Technician must be a Certified Team Chief.<br>2. Ensure five qualified EMT teams consist of a minimum 3 technicians.<br>3. Ensure one qualified SST team consist of a minimum 3 technicians. | |

**Table 2.2. (Added-AFGSC) Minimum Daily Dispatch Scheduling.**

| Minimum Daily Dispatch Scheduling Requirements | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Maintenance Teams | | Team Requirements[1] | | | | | | |
| | | M | T | W | Th | F | Sa | Su |
| Standby Team | QRM Team[2] | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Scheduled Maintenance | MMT | 2 | 2 | 2 | 2 | 2 | | |
| | EMT | 2 | 2 | 2 | 2 | 2 | 1 | |
| | FMT | 2 | 2 | 2 | 2 | 2 | 1 | |
| | MHT | 1 | 1 | 1 | 1 | 1 | | |
| | MCM[3] | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | SST | 1 | 1 | 1 | 1 | 1 | | |
| | PMT[4] | 1 | 1 | 1 | 1 | 1 | | |
| | Corrosion[5] | 1 | 1 | 1 | 1 | 1 | | |

**Note:**

1. Holiday/family days will be treated like Sunday.

2. Covered by qualified section in addition to daily dispatch scheduling requirements.

3. Saturday and Sunday are for Strategic Automated Command and Control System (SACCS) and Base Command Post (BCP) standby.

4. May work alternate duty schedule as determined by MXG/CC to meet PMI requirements.

5. May work Monday-Thursday if authorized for an alternate duty schedule.

**2.7. (ICBM) Squadron Commanders.** The Missile Maintenance Squadron (MMXS) and Maintenance Squadron (MXS) Commanders provide maximum ICBM and equipment readiness to the MXG/CC. The responsibilities, expectations, and the specified roles listed in DAFI 21-101 and AFMAN 21-20X series publications require review for application, the MMXS/CC and MXS/CC will:

2.7.1. Endorse team chief certification packages prior to members performing team chief duties unsupervised.

2.7.2. MMXS/CC will endorse FTD team chief certification packages prior to members performing team chief duties unsupervised.

2.7.3. Ensure all maintenance personnel who utilize DoD Information Technology systems have received appropriate cyber hygiene training.

2.7.4. **(Added-AFGSC)** Ensure a memorandum is established with primary and alternate monitor for Defense Property Accountability System (DPAS) and equipment custodian identified in each section IAW AFI 23-101, *Materiel Management Policy*.

2.7.5. **(Added-AFGSC)** Manage the Trend Analysis of Deficiency Reporting IAW **paragraph 5.15.**

**2.8. (ICBM) Director of Operations (DO).** The responsibilities, expectations, and the specified roles listed in DAFI 21-101 and AFMAN 21-20X series publications require review for application. The DO responsibilities will include:

2.8.1. Manage planning and execution of the overall maintenance effort of the unit in conjunction with the applicable Production Superintendent.

2.8.2. Monitor the Minimum Essential Equipment List (MEEL) and direct efforts to restore MEEL levels to minimum requirements. Forward recommendations for changes, additions, or deletions to the MEEL to AFGSC for evaluation.

2.8.2.1. **(Added-AFGSC)** Forward recommendations for changes, additions, or deletions to the Operational Readiness Part (ORP) listing to AFGSC/A4B for evaluation.

2.8.2.2. **(Added-AFGSC)** Forward recommendations for changes, additions, or deletions to the Single Point Failure (SPF) listing to AFGSC/A4B for evaluation.

2.8.3. **(377 FTMMXS)** Sign maintenance plans and maintenance schedules.

2.8.4. Incorporate AFGSC's maintenance performance indicators in maintenance planning.

2.8.5. **(Added-AFGSC)** Ensure personnel identify and resolve MPH IAW **Chapter 10**, as required.

**2.9. (ICBM) Squadron Senior Enlisted Leader (SEL).** The responsibilities, expectations, and the specified roles listed in DAFI 21-101, and AFMAN 21-20X series publications require review for application. The SEL responsibilities will include:

2.9.1. Manage team chief training and certification requirements.

2.9.2. Certify (interview & approve) assigned ICBM team chiefs. MMXS SEL will certify (interview & approve) FTD Team Chiefs, as required. Previously certified team chiefs do not

require recertification unless additional work center qualifications are required based on unit requirements.

2.9.3. Annually review and ensure personnel are awarded the appropriate special experience identifiers using DAF Form 2096 *Classification/On-The-Job-Training Action*.

2.9.4. Manage the squadron's SCR. Review and sign semi-annually to verify entries are accurate and task certifications have been completed.

**2.10. (ICBM) Production Superintendent.** Senior Noncommissioned Officer (SNCO) responsible for squadron maintenance production. The Production Superintendent directs the overall maintenance effort of their unit. Production Superintendent will:

2.10.1. Ensure coordination is established with the DO to plan and execute the overall maintenance effort.

2.10.2. Ensure all coordination with maintenance teams in the missile field occurs through MMOC.

2.10.3. Monitor team and site status to remain informed on maintenance in-progress, including Depot and contracted maintenance.

2.10.4. Monitor maintenance team timelines to ensure teams do not exceed maximum duty times and direct activation of relief teams and/or direct teams to remain overnight (RON) as necessary. Notify MXG/CC as soon as possible if it is determined a team will exceed maximum duty hours due to unplanned events.

2.10.5. Authorize and coordinate parts runs.

2.10.6. Coordinate with MMOC on team diversions for higher priority maintenance. Prior to diversions, verify parts availability and team qualifications with Expediter.

2.10.7. Activate dispatch of quick reaction maintenance teams or standby personnel.

2.10.8. Coordinate, authorize, and direct cannibalization actions in line with Memorandum of Agreement (MOA) between AFGSC and AETC for 982d training group ICBM training detachment.

2.10.9. Coordinate required support for servicing, inspecting, and repairing vehicles/equipment with applicable unit's Production Superintendent.

2.10.10. Be prepared to execute MPH processes to protect personnel and prevent further damage to equipment and other resources. Activate the MPH Network through MMOC and to the MXG/CC (377 TEG/CC) when appropriate.

2.10.11. Ensure ICBM, equipment, and site status is accurately reflected in the Maintenance Information System (MIS) and Force Status and Readiness (FSR) module.

2.10.11.1. Monitor site and equipment NMC and PMC conditions.

2.10.11.2. Update LF, LCC, and Nuclear Command, Control, and Communications (NC3) status via the MMOC.

2.10.11.2.1. **(Added-AFGSC)** Ensure MIS accurately reflects LF/LCC/NC3 status determined by the Mission Essential Subsystem List (MESL), located on NMC2.

2.10.11.2.2. **(Added-AFGSC)** Ensure status errors corrections identified IAW **paragraph 2.10.16** are coordinated with expediters and MMOC.

2.10.12. **(N/A 377 TEG)** Assist units with EWO Generation.

2.10.13. Attend daily maintenance production and weekly/daily scheduling meetings.

2.10.14. Production Superintendent and Expediter duties may be combined when workload allows.

2.10.15. **(Added-AFGSC)** Coordinate unscheduled maintenance actions with MMOC.

2.10.16. **(Added-AFGSC)** Validate accuracy of LF/LCC NMC and PMC conditions, equipment status, and inventory reporting, IAW DAFI 21-103, *Equipment Inventory, Status And Utilization Reporting,* and applicable supplements.

2.10.17. **(Added-AFGSC)** In coordination with the owning work centers, ensure all applicable inspections are loaded against NCE in the MIS when gaining from another unit.

2.10.18. **(Added-AFGSC)** Provide accurate and current Estimated Time for Completion (ETICs) for work orders in MIS.

2.10.19. **(Added-AFGSC)** Ensure resources are available to accomplish scheduled and unscheduled maintenance activities.

2.10.20. **(Added-AFGSC)** Approve and verify MICAP conditions.

2.10.21. **(Added-AFGSC)** Awaiting Parts (AWP) Management.

2.10.21.1. **(Added-AFGSC)** Monitor the D41 - DIFM/AWP Disposition Report daily for Air Force Material Command (AFMC) directed evacuations/disposition actions.

2.10.21.2. **(Added-AFGSC)** Review the D19 - AWP Validation Listing daily. Request disposition guidance/approval through Logistics Readiness Squadron (LRS) Customer Service for assets in AWP status over 180 days.

**2.11. (ICBM) Flight Commander.** The responsibilities, expectations, and the specified roles listed in DAFI 21-101, and AFMAN 21-20X series publications require review for application. The Flight Commander responsibilities will include:

2.11.1. Provide flight resources via the daily maintenance schedule and notify DO and Production Superintendent of any change to availability of resources committed to the weekly maintenance schedule.

2.11.2. **(Generation Flight)** Ensure accurate tracking of spare PSREs, and uninstalled missile motors via the Accountable Property System of Record (APSR).

2.11.2.1. **(Added-AFGSC)(Generation Flight)** Ensure Missile Handling Team (MHT) tracks boosters in the MIS and on NMC2 equipment tracker application once equipment is received or relocated.

2.11.3. **(Facilities Flight)** Appoint the Cable Affairs Officers to fulfill Cable Affairs responsibilities.

2.11.4. **(Added-AFGSC)(Resources Flight)** Ensure Electronics Laboratory (ELAB) tracks Missile Guidance Sets (MGS) in the MIS and on NMC2 equipment tracker application once equipment is received or relocated.

2.11.5. **(Added-AFGSC)(377 FTMMXS Only Resources Flight)** Ensure Instrumentation Laboratory (ILAB) tracks MGS in the MIS and on NMC2 once equipment is received or relocated.

2.11.6. **(Added-AFGSC)(Resources Flight)** Oversee large maintenance vehicle (LMV) PDM IAW **Chapter 11**.

2.11.7. **(Added-AFGSC)(377 FTMMXS Generation Flight)** Oversee LMV PDM IAW **Chapter 11**.

2.11.8. **(Added-AFGSC)(377 FTMMXS Resources Flight)** Develop site number bin program for management and accountability of electronic drawers returned to ELAB following launch.

**2.12. (ICBM) Flight Chief.** The responsibilities, expectations, and the specified roles listed in DAFI 21-101, and AFMAN 21-20X series publications require review for application. The Flight Chief responsibilities will include:

2.12.1. Establish a field or in-shop supervisory visit program that at a minimum includes safety, security, technical data usage, and nuclear surety.

2.12.2. Recommend personnel for Team Chief certification to the SEL and maintain the team chief certification memorandum, with squadron commander endorsement as long as the member is performing team chief duties.

2.12.2.1. **(Added-AFGSC)** Team Chief Certification package submitted for squadron commander's endorsement will have MIS documentation of Team Chief training, MIS Supply training courses, Special Certification Roster paperwork, documented field/in-shop supervisory visit reports, and DO/SEL certification.

2.12.3. **(Generation Flight)** Ensure 100 percent supervision of nuclear weapons mate/demate and handling tasks.

2.12.4. **(Generation Flight)** Emphasize team integrity by minimizing team substitutions and approve Missile Maintenance Team (MMT) changes (substitutions, additions, or subtractions) when performing major maintenance.

2.12.5. **(Added-AFGSC)(Generation Flight)** Ensure 100 percent alternate procedures coverage, capability, and supervision for alternate procedures for RS Lowering into the MF Pit using PT if MF Pit Hoist is not operational.

2.12.6. **(Added-AFGSC)(Resources Flight)** Ensure NCE support equipment documentation received from support agencies reflects maintenance performed and is maintained for one year minimum.

**2.13. (ICBM) Officer in Charge (OIC).** The responsibilities, expectations, and the specified roles listed in DAFI 21-101, and AFMAN 21-20X series publications require review for application. The OIC responsibilities will include:

2.13.1. Maintain the trainer certification memorandums.

2.13.2. Ensure enough personnel are qualified to meet mission requirements.

2.13.3. Develop a Recurring Technical Training (RTT) program, in conjunction with the MTS to satisfy individual work center needs.

2.13.4. Verify technicians are qualified for the task prior to the daily and weekly scheduling meeting.

2.13.5. Appoint primary and alternate DIT monitors in-writing and identify these personnel to the Maintenance Management Analysis (MMA) Section.

2.13.6. Track spare PSREs (MMT), and uninstalled missile motors (Missile Handling Team (MHT)) via the APSR.

**2.14. (ICBM) Non-Commissioned Officer-in-Charge (NCOIC).** The responsibilities, expectations, and the specified roles listed in DAFI 21-101, and AFMAN 21-20X series publications require review for application. The NCOIC responsibilities will include:

2.14.1. Certify (interview and approve) all newly assigned trainers and task certifiers, as applicable. Ensure unit trainers and certifiers meet the criteria in **paragraph 2.17** and maintain the trainer certification memorandum.

2.14.2. Ensure section has 100% task coverage.

2.14.3. Provide Decentralized Materiel Support a list of items requiring functional check, calibration, and build-up prior to use and tear-down before being turned in.

2.14.4. Ensure a certified team chief is assigned responsibility for all maintenance operations, except where approved non-certified team chief is authorized. **Note:** A certified team chief is not required for Vehicle and Equipment Section (VES) maintenance operations. A VES shift supervisor must be available when maintenance operations are being conducted.

2.14.5. Ensure personnel are certified and current on proficiency checks prior to performing nuclear weapons certified tasks.

2.14.6. Ensure equipment load lists are provided to the Vehicle & Equipment Section for all scheduled maintenance dispatches before the scheduling meeting.

2.14.7. Ensure a task-knowledgeable supervisor accompanies MMT team chiefs (portal-to-portal) on at least the first two dispatches that include aerospace vehicle equipment installation or removal.

2.14.8. Ensure a task-knowledgeable supervisor accompanies new MHT team chiefs (portal-to-portal) on at least the first two missile removals or emplacements.

2.14.9. Ensure personnel are trained, understand, and comply with applicable ground, missile and explosive safety, nuclear surety requirements, Air Force Two-Person Concept, No-Lone Zone requirements, security requirements, Personnel Reliability Program (PRP), MPH and code handling procedures.

2.14.10. Ensure personnel are briefed on all T.O. and Civil Engineering Manual (CEM) changes affecting daily maintenance and know the requirements for submitting T.O. and CEM change requests.

2.14.11. Ensure control, security, maintenance, inspection, inventory, and service of assigned parts, equipment, tools, vehicles, and chemicals.

2.14.12. Ensure accomplishment of owner/user maintenance on Test Measurement Diagnostic Equipment (TMDE), as applicable.

2.14.13. **(N/A 377 TEG)** Ensure gas masks are maintained in accordance with governing directives.

2.14.14. Ensure briefing and debriefing requirements are met in accordance with **Chapter 5**.

2.14.15. Notify Quality Assurance (QA) when personnel are ready for initial Maintenance Standardization and Evaluation Program evaluations and when initial training is complete.

2.14.16. Notify QA and flight commander/chief monthly of team structure and before using individuals not identified on the current team structure letter to perform maintenance.

2.14.17. Manage operating stock, shop stock, and work order residue per AFMAN 23-122, *Material Management Procedures*.

2.14.18. **(N/A 377 TEG)** Maintain a method to identify technician qualifications for EWO scheduling purposes.

2.14.19. **(377 TEG)** Initiate a technical assistance request or special request when issues are discovered which impact FDE activities. See AFGSCI 99-102, *Intercontinental Ballistic Missile (ICBM) Operational Test and Evaluation (OT&E)* for further guidance.

2.14.20. Oversee the flight's field or in-shop supervisory visit program.

**2.15. (ICBM) Task Supervisors.** The task supervisor ensures safe, secure, and reliable maintenance operations, large maintenance vehicle operations, and crane operations. The Task Supervisor must be knowledgeable of the assigned tasks. The task supervisor will:

2.15.1. Ensure all required documents and reports are submitted upon completion of maintenance tasks (e.g., weapons custody transfer document).

2.15.2. Execute the flight's field or in-shop supervisory visit program.

2.15.3. Oversee major maintenance activities, where applicable, and perform in-progress-inspections as required.

2.15.4. Supervise all RS mate/demate and handling tasks and support the Nuclear Weapons Certification Program.

**2.16. (ICBM) Expediter.** Expediters support the NCOIC and Production Superintendent in the management of resources to accomplish maintenance. The Expediter will:

2.16.1. Direct provided resources in support of the daily schedule to meet mission needs as required by the Production Superintendent.

2.16.1.1. **(Added-AFGSC)**(AFGSC) Verify personnel are qualified prior to assigning work orders.

2.16.2. Notify Production Superintendent of changes to resources committed to maintenance schedule.

2.16.3. Monitor NMC2, MIS, MEEL, and site and equipment status for applicable work center(s) and ensure corrections and updates are made as required and coordinate any required changes with MMOC and the Production Superintendent prior to making changes.

2.16.3.1. **(Added-AFGSC)**(AFGSC) Verify MMIII and Sentinel LF, LCC, and equipment status accurately reflects in the MIS IAW DAFI 21-103.

2.16.3.1.1. **(Added-AFGSC)** All required corrections will be coordinated with the appropriate agency and the unit's Sentinel PIO.

2.16.3.1.2. **(Added-AFGSC)** Inaccurate status in MIS will be corrected with appropriate agencies within 24 hours.

2.16.3.2. **(Added-AFGSC)** Ensure TICMS documentation is completed IAW DAFI 21-103.

2.16.4. At least daily, verify accuracy and validity of all priority 1-4 work orders assigned to the section.

2.16.4.1. **(Added-AFGSC)** Verify parts are ordered using appropriate priorities and are available prior to assigning work orders IAW DAFI 23-101, *Material Management Policy*.

2.16.4.2. **(Added-AFGSC)** Update MEEL and ORP/SPF listings on NMC2 for items managed by the work center.

2.16.4.3. **(Added-AFGSC)** Ensure MEEL authorization levels on NMC2 match Defense Property Accountability System (DPAS) R-14 IAW DAFMAN 23-122, *Material Management Procedures*.

2.16.5. Review MIS daily for new work orders and changes in parts status.

2.16.5.1. **(Added-AFGSC)** Ensure discrepancies noted on Site Inspection Checklists are documented in the MIS.

2.16.6. Manage “awaiting maintenance” conditions within section’s repair capability.

2.16.7. Manage “awaiting parts” conditions and ensure parts have been ordered.

2.16.8. Verify parts availability for the task prior to the daily and weekly scheduling meeting.

2.16.9. Ensure ICBM and equipment forms and MIS documentation is complete, accurate and accomplished.

2.16.9.1. **(Added-AFGSC)** Correct MIS work order documentation discrepancies within seven calendar days.

2.16.9.2. **(Added-AFGSC)** Verify documentation for LF and LCC site penetration work orders include Diesel Electric Unit (DEU) and Shock Isolator Air Compressor (SIAC) operating hours.

2.16.10. **(N/A 377 TEG)** Serve as workcenter(s) EWO planning team member to provide status and availability of assigned equipment and personnel and to assist in developing generation plans.

2.16.11. Notify Plans and Scheduling of the number of sites and equipment that needs to be loaded to each job standard transaction and any additions, deletions, and updates needed.

2.16.12. **(Added-AFGSC)** Verify completion of the reconciliation process IAW **paragraph 5.12**.

2.16.13. **(Added-AFGSC)** Comply with Repeat/Recur responsibilities IAW **paragraph 5.14.**

**2.17. (ICBM) Trainers.** Trainers provide initial qualification, recurring technical, and if requested, special training in accordance with **Chapter 6**. Trainers will:

2.17.1. Be certified by the applicable NCOIC prior to performing training unsupervised.

2.17.1.1. Meet minimum trainer requirements in DAFI 36-2689, *Total Force Development.*

2.17.1.2. Complete the ICBM Trainer Course. Previous completion of the Maintenance Instructor Techniques Course prior to the ICBM Trainer Course can satisfy this requirement.

2.17.1.3. Be observed by the work center OIC/NCOIC conducting a training session prior to certification.

2.17.1.4. Be qualified on the tasks being trained and the training systems or devices used. Certified trainers not qualified on the task may partner with a task qualified individual to conduct training.

2.17.2. Document all training sessions, including student man-hours, in MIS and forecast on the daily and weekly schedule.

2.17.3. Develop and maintain Individual Training Plans for all assigned members.

2.17.4. Advise leadership on trainee progress and notify section OIC/NCOIC and MTS Chief if training will exceed completion milestones established in the Individual Training Plan.

2.17.5. Maintain training systems and devices not governed by contractor support as follows:

2.17.5.1. Ensure completion of periodic inspections for Class I and II training equipment. See applicable 43-series and 00-20-series T.O.s for specific guidance.

2.17.5.2. Maintain weapon system components and end items used with Class I and II training equipment. See applicable weapon system T.O.s and associated reference manual for detailed guidance.

2.17.5.3. Coordinate with AFGSC/A4, Missile Maintenance Division (AFGSC/A4B) for approval for all Class III training devices prior to construction. If Class III training devices are to be used in a powered up/power on configuration, they must be maintained in accordance with applicable weapon system T.O.s or CEMs.

2.17.5.4. Maintain accountability of Class III training aids per AFI 23-101, *Materiel Management Policy.*

2.17.5.4.1. **(Added-AFGSC)** Notify AFGSC/A4B prior to disposing of approved power on/up Class III trainers.

2.17.5.4.2. **(Added-AFGSC)** Units do not need approval for disposing of training aids made from unserviceable XB3 parts.

2.17.5.5. Use MIS to document current status on all Class I, Class II and approved power on/up Class III training devices.

2.17.5.6. Coordinate a maintenance assistance request for Depot-level maintenance support when requirements exceed trainer or unit capabilities. See T.O. 00-25-107, *Maintenance Assistance* for further guidance.

2.17.5.7. FTD training sections will coordinate all requests through MXG leadership. See T.O. 00-25-107 for further guidance.

2.17.5.8. **(Added-AFGSC)** Submit requests for unit developed trainers through AFGSC/A4B.

2.17.5.9. **(Added-AFGSC)** Unit developed trainer requests will include the following:

2.17.5.9.1. **(Added-AFGSC)** A brief description of the proposed trainer.

2.17.5.9.2. **(Added-AFGSC)** The tasks which will be supported by the trainer.

2.17.5.9.3. **(Added-AFGSC)** Diagrams, schematics, and drawings of the proposed trainer.

2.17.5.9.4. **(Added-AFGSC)** Parts available to build the trainer.

2.17.5.9.5. **(Added-AFGSC)** Parts required for construction of the trainer.

2.17.5.9.6. **(Added-AFGSC)** The proposed plan to provide technical data for support of the trainer.

2.17.5.9.7. **(Added-AFGSC)** The approximate cost of parts, labor, and materiel to construct the trainer.

2.17.5.9.8. **(Added-AFGSC)** Method of trainer construction, local or other Air Force agencies.

2.17.5.9.9. **(Added-AFGSC)** Projected spares support required.

2.17.5.9.10. **(Added-AFGSC)** Narrative detailing added capabilities or student impact resulting from construction of the trainer.

2.17.5.9.11. **(Added-AFGSC)** If the trainer will be used in a powered up/power on configuration.

**2.18. (ICBM) Team Chiefs.** Team chiefs are responsible for work accomplished by technicians they supervise. Team chiefs have full authority to prohibit commencement or direct termination of any task. Team chiefs will:

2.18.1. Complete team chief, IMDS Familiarization, and MAJCOM identified supply training prior to certification.

2.18.2. Complete at least three supervised dispatches or in-shop maintenance work packages acting in a team chief capacity prior to certification. For MMT Team Chiefs, FTD progress checks during training meet this requirement.

2.18.2.1. **(377 TEG)** Complete and pass applicable evaluations prior to performing aerospace vehicle or downstage maintenance tasks unsupervised, to include:

2.18.2.1.1. **(377 TEG)** MMT field team chiefs will be evaluated performing team chief field duties related to FDE specific tasks for Aerospace Vehicle Equipment (AVE) mate.

2.18.2.1.2. **(377 TEG)** PSRE processing team chiefs will be evaluated on a destruct package checkout or installation task.

2.18.2.1.3. **(377 TEG)** MHT team chiefs will be evaluated performing a downstage emplacement, removal or roll transfer. Booster processing team chiefs will be evaluated on a destruct package checkout or installation task.

2.18.3. Be qualified on the tasks being performed.

2.18.4. Comply with pre-task briefing requirements in accordance with **paragraph 5.4**.

2.18.5. Review workload requirements file (WRF) for additional work orders that can be accomplished during scheduled maintenance and ensure they are added to work package in MIS.

2.18.6. Review the WRF to ensure current documented discrepancies do not impact the scheduled task.

2.18.7. Ensure MIS and Master Restricted Area Badge Listing (MRABL) (if applicable) accurately reflect all team members prior to dispatching to the field or beginning work for in-shop tasks.

2.18.8. Coordinate actions, update status, delays, arrival and departure information, and problems with MMOC.

2.18.9. Comply with applicable ground, missile and explosive safety, nuclear surety requirements, Air Force Two-Person Concept, No-Lone Zone requirements, security requirements, PRP, MPH, and code handling procedures.

2.18.10. Ensure checkout, inspection, safe operation and care of vehicles, equipment, tools, chemicals, and parts.

2.18.11. Ensure technical data is available and used to complete tasks.

2.18.12. Conduct T.O. and task review that includes applicable safety precautions and emergency procedures prior to beginning maintenance.

2.18.13. Ensure all vehicles, equipment, and hand-carried items taken onto the Missile Alert Facility (MAF) or LF are properly searched for unauthorized personnel and material prior to entry.

2.18.14. Apply “Find and Fix” philosophy as outlined in **Chapter 1**.

2.18.15. Notify MMOC of environmental compliance discrepancies.

2.18.16. Notify MMOC as soon as possible upon discovery of Red-X or Red-W conditions or priority 1-4 discrepancies affecting LFs, MAFs or Base Command Post.

2.18.17. Inspect work performed to clear Red-X or Red-W conditions and ensure repair is complete in order to clear Red-X or Red-W condition.

2.18.18. Coordinate site configuration and work order completion status with MMOC, MCC, expeditor and Codes Section (if coding actions were performed) prior to site back out.

2.18.19. Debrief in-shop work before completion of each duty shift and debrief field work before dispatch completion in accordance with **paragraph 5.3**. Immediately debrief items that are below the unit's MEEL upon task completion. If timeline does not permit, debrief upon completion of crew rest if not previously accomplished by shop supervision.

2.18.20. Certify Not Repairable This Station (NRTS) actions and conditions tags, as applicable.

2.18.21. If authorized by the MXG/CC to perform duties in accordance with **paragraph 2.5.3,** in addition to the applicable responsibilities above, non-certified team chiefs will:

2.18.21.1. Be qualified on the tasks being performed and will not operate outside of the scope of those operations assigned to them.

2.18.21.2. Not be used to clear Red-X or -W, NMC or PMC conditions, or certify NRTS actions or condition tags unless specifically identified on the SCR.

2.18.22. **(Added-AFGSC)** Complete LF or MAF site inspection checklist located on NMC2 prior to departing site.

2.18.22.1. **(Added-AFGSC)** Document discrepancies and ensure the MIS is updated to reflect current discrepancies.

2.18.23. **(Added-AFGSC)** Document LF and LCC Diesel Electric Unit (DEU) and Shock Isolator Air Compressor (SIAC) operating hours in MIS.

**2.19. (ICBM) Technicians.** Technicians are responsible to team chiefs for designated tasks. Technicians will:

2.19.1. Maintain, control, checkout, inspect, and properly use and care for assigned tools, vehicles, chemicals, and equipment.

2.19.2. Use technical data to accomplish assigned tasks.

2.19.3. Comply with applicable ground, missile and explosive safety, nuclear surety requirements, Air Force Two-Person Concept, No-Lone Zone requirements, security requirements, PRP, MPH and code handling procedures.

2.19.4. Apply "Find and Fix" philosophy as outlined in **Chapter 1**.

2.19.5. Ensure all items required to perform assigned tasks are available. Resolve any deficiencies with team chief before dispatching or beginning in-shop work.

2.19.6. Notify team chief of environmental compliance discrepancies.

2.19.7. Immediately notify the team chief of any condition perceived to be unsafe or dangerous.

**2.20. (ICBM) Work Center Data Integrity Team Monitors.** DIT monitors will:

2.20.1. Be a minimum 5-skill level.

2.20.2. Review the new work order report generated by MMA to identify and validate errors.

2.20.3. Forward validated errors to the appropriate team chief for correction. Work center leadership will correct the errors if team chief is unavailable, however the team chief must be retrained on the error.

2.20.4. Ensure corrections have been made in MIS and forward corrective action reports to MMA within 3 duty days.

2.20.5. Ensure errors identified during DIT meetings are corrected.

2.20.6. **(Added-AFGSC)** Provide inputs and corrective actions for reconciliation process IAW **paragraph 5.12**.

**2.21. (ICBM) Cable Affairs Officers (CAOs).** CAOs are appointed to manage interactions with the general public concerning cable locations and excavations. CAOs will:

2.21.1. Maintain and manage Hardened Intersite Cabling System (HICS) Circuit Identification and Recording System. See T.O. 21M-LGM30F-2-20-1, *Hardened Intersite Cable System (Sec III)* for further guidance.

2.21.1.1. **(Added-AFGSC)** Electronic back-up data will not be stored in the same location as hard copies to prevent complete loss.

2.21.2. Monitor and track all activities affecting the HICS Right of Way (ROW) (such as highway or utility crossings, construction, earth moving, etc.) to ensure hardness integrity is maintained. Notify the flight commander/chief of ROW deficiencies affecting HICS hardness integrity that cannot be resolved in a timely manner.

2.21.3. Conduct the HICS ROW surveillance program to identify and document erosion problems, HICS ROW gate and marker pole discrepancies, and encroachment problems.

2.21.3.1. Examine each flight area ROW at least every 3 years. Document and track results.

2.21.3.2. Complete ROW surveillance by either land or air method. If air method is used, alternate the method used for each inspection period.

2.21.4. Maintain close contact with non-USAF personnel or agencies who cross, or could cross, inundate, or otherwise affect the HICS ROW above or below the surface. **Note:** System of Records Notice F021 AFSPC A, Cable Affairs Personnel/Agency Records applies. As a minimum, these contacts will include:

2.21.4.1. Landowners and tenants.

2.21.4.2. Highway and road departments (federal, state, and county).

2.21.4.3. Public and private utilities (power, telephone, pipeline, water, etc.).

2.21.4.4. Contractors.

2.21.4.5. Federal, state, and local farm agencies (Farm and Home Administration, Farm Bureau, county agents, soil conservation agencies, etc.).

2.21.4.6. Municipal offices.

2.21.4.7. Railroads.

2.21.5. Maintain a mailing list of personnel and agencies indicated above according to AFI 33-322. Contact all personnel and agencies on the list by mail, at least every 3 years, to relay the following:

2.21.5.1. Emphasize the adverse effect cable cuts have on the defense effort.

2.21.5.2. Requirements and procedures for requesting consent-to-cross over or under the HICS ROW.

2.21.5.3. The necessity of keeping CAOs advised of any planned construction or earth-moving activities along the HICS ROW.

2.21.5.4. A request for updated information, such as additional names of tenants, changes in ownership, erosion problems, and known construction requirements. Use AF Form 3951, *Intercontinental Ballistic Missile Hardened Intersite Cable Right-of Way Landowner/Tenant Questionnaire*, to gather public information.

2.21.6. Notify landowners or tenants in advance with details of any planned cable work on their property. In all cases where digging takes place, make every effort to contact the landowner.

2.21.7. Ensure all non-routine maintenance of the ROW (e.g., erosion repair work, earth moving, cable lowering or relocation, etc.) is monitored and inspected.

2.21.8. Participate in the applicable state "One Call" program. When notified by the state "One Call" agency, CAO must fulfill cable locate requests and coordinate excavations near HICS ROW.

2.21.9. Oversee HICS ROW maintenance and projects.

2.21.9.1. Act as the single POC for all ROW deficiencies and ensure corrective actions are implemented by applicable agencies (e.g., Civil Engineering Squadron (CES), contractors, HICS, etc.).

2.21.9.2. Inspect all ROW problems (e.g., erosion, access, gate discrepancies, etc.) and determine corrective actions. See T.O. 21M-LGM30F-2-20-1 for further guidance and/or refer to applicable drawings.

2.21.9.3. Submit AF Form 9, *Request for Purchase* for contract support when CES cannot support with in-house resources.

2.21.9.4. Provide annual funding requirements for projects requiring contract support to the unit budget officer (excluding gate projects). **Note:** These are included in the yearly financial plans, Program Element Code 11323F, under Electronic Equipment and Inter/Intra Site Cable Maintenance Element of Expense Identification Code funds. AFGSC/A4, Civil Engineering Division (AFGSC/A4C) allocates funds for specific projects as they occur. The expenses generated by reimbursable projects are paid from funds pre-deposited by the crossing agency in the Deposit Fund Account.

2.21.9.5. Coordinate un-programmed project requirements with unit and base budget offices to immediately notify AFGSC/A4C and AFGSC Directorate of Financial Management (AFGSC/FM).

2.21.9.6. Request Depot-level support when repair or project requirements are beyond base level capabilities. Refer to T.O. 00-25-107.

2.21.10. Manage HICS ROW crossings requests in accordance with **paragraph 7.2**. Coordinate with the installation Staff Judge Advocate when HICS crossings are projected in order to determine who has superior easement rights. In all cases, the USAF must comply with

the terms of the easement. When the question of superior easement determination cannot be resolved, the CAO forwards all supporting case documents to the AFGSC/A4 for resolution.

2.21.11. Submit requests to the Base Civil Engineering (BCE) Real Estate Office to acquire additional ROW. These requests must contain real estate legal descriptions, maps, and information on the real estate required and the date the CAO must receive notification of the new ROW acquisition. **Note:** Purchase of additional ROW must include the necessary environmental analysis required by AFI 32-1015, *Integrated Installation Planning*, and environmental baseline studies required by AFI 32-9003, *Granting Temporary Use of Air Force Real Property.*

2.21.12. Assist the Staff Judge Advocate when a damage claim is anticipated. Provide the Staff Judge Advocate details of possible damage to private property caused by USAF personnel and/or contractors performing USAF-related duties on or off the HICS ROW.

2.21.13. Establish project and case files to maintain any actions, documents, and photographs pertaining to all HICS crossings, projects, or ROW problems.

2.21.14. Maintain copies of all reimbursement billing documents for future reference should auditing or legal actions occur. Refer to AFI 33-322 and the Air Force Records Disposition Schedule.

2.21.15. Oversee all HICS construction and siting requirements in accordance with T.O. 21M-LGM30F-2-20-1 and **paragraph 7.3** of this publication.

**2.22. Air Launched Cruise Missile Maintenance.** The following paragraphs are specific to cruise missile maintenance personnel. Cruise missile maintenance responsibilities are included in DAFI 21-101, and AFMAN 21-20X series publications. Refer to those publications for additional responsibilities.

**2.23. (ALCM) Maintenance Group Commander (MXG/CC).** The MXG/CC provides maximum warfighting capability to the BW/CC. The responsibilities, expectations, and the specified roles listed in DAFI 21-101 and AFMAN 21-20X series publications require review for application. The MXG/CC will ensure development of emergency response plans, as required.

**2.24. (ALCM) Squadron Commander (SQ/CC).** The SQ/CC provides maximum warfighting capability to the MXG/CC. The responsibilities, expectations, and the specified roles listed in DAFI 21-101 and AFMAN 21-20X-series publications require review for application. The SQ/CC will ensure all maintenance personnel who utilize DoD Information Technology Systems have received appropriate cyber hygiene training.

**2.25. (ALCM) Director of Operations (DO).** The responsibilities, expectations, and the specified roles listed in DAFI 21-101 and AFMAN 21-20X series publications require review for application. The DO responsibilities will include:

2.25.1. Manage planning and execution of the overall maintenance effort of the unit in conjunction with the applicable Production Superintendent.

2.25.2. Monitor the MEEL and direct efforts to restore MEEL levels to minimum requirements. Forward recommendations for changes, additions, or deletions to the MEEL to AFGSC/A4 for evaluation.

2.25.3. The DO/SEL will chair the weekly scheduling meeting.

**2.26. (ALCM) Squadron Senior Enlisted Leader (SEL).** The responsibilities, expectations, and the specified roles listed in DAFI 21-101, and AFMAN 21-20X series publications require review for application. The SEL responsibilities will include:

2.26.1. Manage team chief training and certification requirements.

2.26.2. Certify (interview & approve) assigned ALCM team chiefs. Previously certified team chiefs do not require recertification unless additional work center qualifications are required based on unit requirements.

2.26.3. Annually review and ensure personnel are awarded the appropriate special experience identifiers using DAF Form 2096.

2.26.4. Manage the squadron's SCR. Review and sign semi-annually to verify entries are accurate and task certifications have been completed.

**2.27. (ALCM) Production Superintendent.** Responsible for maintenance production. The Production Superintendent directs the overall maintenance effort. Production Superintendent will:

2.27.1. Ensure coordination is established with the DO to plan and execute the overall maintenance effort.

2.27.2. Monitor team and maintenance status to remain informed on maintenance in-progress.

2.27.3. Monitor maintenance team timelines to ensure teams do not exceed maximum duty times. Notify MXG/CC as soon as possible if it is determined a team will exceed maximum duty hours due to unplanned events.

2.27.4. Coordinate higher priority maintenance. Prior to changing tasks, verify parts availability and team qualifications with Expediter.

2.27.5. Activate standby personnel.

2.27.6. Coordinate required support for servicing, inspecting, and repairing vehicles/equipment with applicable unit.

2.27.7. Ensure missile, and equipment is accurately reflected in the MIS and FSR module.

2.27.8. Monitor equipment NMC and PMC conditions.

2.27.9. Assist units with EWO Generation.

2.27.10. Attend daily maintenance production and weekly/daily scheduling meetings.

2.27.11. Production Superintendent and Expediter duties may be combined when workload allows.

**2.28. (ALCM) Flight Commander.** The responsibilities, expectations, and the specified roles listed in DAFI 21-101, and AFMAN 21-20X series publications require review for application. The Flight Commander responsibilities will include:

2.28.1. Attend the weekly scheduling meeting.

2.28.2. Provide flight resources via the daily maintenance schedule and notify DO and Production Superintendent of any change to availability of resources committed to the weekly maintenance schedule.

2.28.3. Ensure absence of war reserve payload and notify AFGSC/A4 prior to any ALCM shipment. **Note:** Flight Commander may not delegate this any lower than SNCOs/Officers in the Flight.

**2.29. (ALCM) Flight Chief.** The responsibilities, expectations, and the specified roles listed in DAFI 21-101, and AFMAN 21-20X series publications require review for application. The Flight Chief responsibilities will include:

2.29.1. Ensure absence of war reserve payload and notify AFGSC/A4 prior to any ALCM shipment. **Note:** Flight Chief may not delegate this any lower than SNCOs/Officers in the Flight.

2.29.2. Monitor parts requisition status and enforce supply chain discipline in accordance with AFI 23-101.

2.29.3. Recommend personnel for Team Chief certification.

**2.30. (ALCM) Officer in Charge (OIC).** The responsibilities, expectations, and the specified roles listed in DAFI 21-101, and AFMAN 21-20X series publications require review for application. The OIC responsibilities will include:

2.30.1. Maintain the trainer certification memorandums.

2.30.2. Ensure enough personnel are qualified to meet mission requirements.

2.30.3. Develop a RTT program, in conjunction with the MTS to satisfy work center needs.

2.30.4. Ensure RTT program is established for all qualified technicians in accordance with this manual. The unit Commander may direct training to correct trends or address specific issues identified through QA evaluations outside the RTT program.

2.30.5. RTT will be conducted on a semi-annual basis by a qualified instructor or trainer. Work center trainers and QA conducting RTT are exempt from this requirement.

2.30.6. Technicians will be entered in the RTT program when they are eligible for quarterly proficiency evaluations in accordance with AFMAN 21-200.

2.30.7. QA, work center trainers, and production work center supervision will meet to determine the task(s) to be trained. The production work center supervision will make the final task selection. Tasks may be tailored to a specific technician or team or applied across a work center.

2.30.8. Verify technicians are qualified for the task prior to the daily and weekly scheduling meeting.

**2.31. (ALCM) Non-Commissioned Officer-in-Charge (NCOIC).** The responsibilities, expectations, and the specified roles listed in DAFI 21-101, and AFMAN 21-20X series publications require review for application. The NCOIC responsibilities will include:

2.31.1. Track scheduled maintenance status and report issues to the DO/SEL.

2.31.2. Ensure the use of MIS.

2.31.3. Attend the weekly scheduling meeting.

2.31.4. Ensure RTT program covers maintenance trends and deficiencies identified in observations and evaluations.

2.31.5. Ensure training sessions, including student man-hours, are documented in MIS, and forecast on the daily and weekly schedule.

2.31.6. Certify (interview and approve) all newly assigned trainers and task certifiers, as applicable. Ensure unit trainers and certifiers meet the criteria in **paragraph 2.34** and maintain the trainer certification memorandum.

2.31.7. Ensure section has 100% task coverage.

2.31.8. Ensure a certified team chief is assigned responsibility for all maintenance operations.

2.31.9. Ensure personnel are certified and current on proficiency checks prior to performing nuclear weapons certified tasks.

2.31.10. Ensure personnel are trained, understand, and comply with applicable ground, missile and explosive safety, nuclear surety requirements, Air Force Two-Person Concept, No-Lone Zone requirements, security requirements, and PRP.

2.31.11. Ensure personnel are briefed on all T.O. changes affecting daily maintenance and know the requirements for submitting T.O. change requests.

2.31.12. Ensure control, security, maintenance, inspection, inventory, and service of assigned parts, equipment, tools, vehicles, and chemicals.

2.31.13. Ensure accomplishment of owner/user maintenance on TMDE, as applicable.

2.31.14. Ensure gas masks are maintained in accordance with governing directives.

2.31.15. Ensure briefing and debriefing requirements are met.

2.31.16. Notify QA when personnel are ready for initial Maintenance Standardization and Evaluation Program evaluations and when initial training is complete.

2.31.17. Manage operating stock, shop stock, and work order residue per AFMAN 23-122.

2.31.18. Maintain a method to identify technician qualifications for EWO scheduling purposes.

2.31.19. Identify Bay Chiefs and Team Chiefs by inserting individual journal entries, or equivalent, into the member's training records.

**2.32. (ALCM) Expediter.** Expediters support the NCOIC and Production Superintendent in the management of resources to accomplish maintenance. The Expediter will:

2.32.1. Direct provided resources in support of the daily schedule to meet mission needs as required by the Production Superintendent.

2.32.2. Notify Production Superintendent of changes to resources committed to maintenance schedule.

2.32.3. Monitor MIS, MEEL, missile and equipment status for applicable work center(s) and ensure corrections and updates are made as required and coordinate any required changes with the Production Superintendent prior to making changes.

2.32.4. At least daily, verify accuracy and validity of all priority 1-4 work orders assigned to the section.

2.32.5. Review MIS daily for new work orders and changes in parts status.

2.32.6. Review “awaiting maintenance” conditions and schedule within section’s repair capability.

2.32.7. Review “awaiting parts” conditions and ensure parts have been ordered.

2.32.8. Verify parts availability for the task prior to the daily and weekly scheduling meeting.

2.32.9. Ensure MIS documentation is complete, accurate and accomplished.

2.32.10. Serve as workcenter(s) EWO planning team member to provide status and availability of assigned equipment and personnel and to assist in developing generation plans.

2.32.11. Notify Plans and Scheduling any additions, deletions, and updates needed for each job standard transaction.

**2.33. (ALCM) Bay Chief.** Bay chiefs are directly responsible for ensuring technicians perform safe, secure, and reliable maintenance. Bay Chiefs will:

2.33.1. Complete team chief training prior to performing bay chief duties.

2.33.2. Verify task qualifications of team chiefs prior to task commencement.

2.33.3. Ensure in-process inspections are accomplished as required.

2.33.4. Verify source documents (work order, build-up sheets, etc.) prior to directing any task to validate the proper operation(s) is/are being performed on the correct end item(s).

2.33.5. Ensure serviceable replacement components and/or TCTO kits, electro-explosive devices are on hand, inventoried and inspected prior to starting maintenance.

2.33.6. Actively monitor and control all on-going activities, assist maintenance teams, and support the Nuclear Weapons Certification Program.

2.33.7. Certify weapon configuration records for launchers and pylons in accordance with AFMAN 21-204.

2.33.8. Ensure all required documents and reports are submitted upon completion of maintenance tasks (e.g., weapons custody transfer document).

2.33.9. Ensure actions are taken when abnormal conditions or defects requiring rejection of a missile, a component or associated component are discovered to ensure the safety of personnel, and security and reliability of the missile or component(s). Immediately report abnormal conditions or defects to the appropriate level of leadership for resolution before continuing the task.

2.33.10. Verify completeness of Electronic Systems Test Set printouts prior to receipt by Missile Analysis in accordance with **paragraph 8.2.6.2.5**.

2.33.11. Assist in developing maintenance schedules and plans.

2.33.12. Update line number and Net Explosive Weight changes with Munitions Control as they occur.

**2.34. (ALCM) Trainers.** Trainers provide initial qualification, recurring technical, and if requested, special training in accordance with **Chapter 6**. Trainers will:

2.34.1. Be certified by the applicable NCOIC prior to performing training unsupervised.

2.34.2. Meet minimum trainer requirements in DAFI 36-2689.

2.34.3. Be observed by the work center OIC/NCOIC conducting a training session prior to certification.

2.34.4. Be qualified on the tasks being trained and the training systems or devices used. Certified trainers not qualified on the task may partner with a task qualified individual to conduct training.

2.34.5. Document all training sessions, including student man-hours, in MIS and forecast on the daily and weekly schedule.

2.34.6. Develop and maintain Individual Training Records for all assigned members.

2.34.7. Advise leadership on trainee progress and notify section OIC/NCOIC and MTS Chief if training will exceed completion milestones established in the Individual Training Record.

2.34.8. Maintain training systems and devices not governed by contractor support as follows:

2.34.8.1. Ensure completion of periodic inspections for Class I and II training equipment. See applicable 43-series and 00-20-series T.O.s for specific guidance.

2.34.8.2. Maintain weapon system components and end items used with Class I and II training equipment. See applicable weapon system T.O.s and associated reference manual for detailed guidance.

2.34.8.3. Coordinate with AFGSC/A4, Munitions Maintenance Division (AFGSC/A4W) for approval for all Class III training devices prior to construction. If Class III training devices are to be used in a powered up/power on configuration, they must be maintained in accordance with applicable weapon system T.O.s or CEMs.

2.34.8.4. Maintain accountability of Class III training aids per AFI 23-101, *Materiel Management Policy.*

2.34.8.5. Use MIS to document current status on all Class I, Class II and approved power on/up Class III training devices.

2.34.8.6. Coordinate a maintenance assistance request for Depot-level maintenance support when requirements exceed trainer or unit capabilities. See T.O. 00-25-107 for further guidance.

**2.35. (ALCM) Team Chiefs.** The team chief is directly responsible for performance of safe, secure, and reliable maintenance. Team chiefs will:

2.35.1. Complete team chief training requirements prior to performing team chief duties.

2.35.2. Verify all technicians are task qualified prior to start of task.

2.35.3. Comply with applicable ground, missile and explosive safety, nuclear surety requirements, Air Force Two-Person Concept, No-Lone Zone requirements, security requirements, and PRP.

2.35.4. Stop maintenance upon encountering an abnormal condition or identifying a defect requiring rejection of a missile, component or associated component and notify the bay chief for resolution before proceeding.

2.35.5. If applicable, initiate weapon configuration records (build-up sheets) for launchers and pylons in accordance with AFMAN 21-204.

2.35.6. Verify source documents prior to performing any task to validate the proper procedure(s) is/are being performed on the correct end item(s).

2.35.7. Submit all required documents and reports upon completion of tasks (e.g., work orders, inspection records, custody transfer documents, deficiency reports, etc.).

2.35.8. Conduct pre-task and visitors-casuals briefing prior to start of maintenance task(s) and as additional technicians or visitors-casuals join the operation.

2.35.9. Ensure all items required to perform assigned task(s) are serviceable and readily available.

2.35.10. Conduct T.O. and task review that includes applicable safety precautions and emergency procedures prior to beginning maintenance.

**2.36. (ALCM) Technicians.** Technicians are responsible to the team chief for assigned tasks. Technicians will:

2.36.1. Ensure all items required to perform the task(s) are serviceable and readily available.

2.36.2. Notify team chief or bay chief of environmental compliance and safety discrepancies.

2.36.3. Ensure personal qualification(s) for task(s) to be performed and actively seek training opportunities to expand knowledge, ability, and proficiency.

## Chapter 3

## ICBM MAINTENANCE UNITS.

**3.1. Introduction.** This chapter outlines typical ICBM maintenance units. This chapter does not apply to cruise missile maintenance. This chapter applies to the 377 TEG unless identified otherwise, but reference in conjunction with **Chapter 4**.

**3.2. Maintenance Group.** In addition to leadership and administration, the MXG consists of QA and the MTS. In addition to QA requirements outlined in AFMAN 21-200, the appointed Product Improvement Manager will:

3.2.1. Execute deficiency reporting "originating point" responsibilities. **(T-1)** See T.O. 00-35D-54.

3.2.2. Coordinate with AFGSC/A4 on all AF Form 1067, *Modification Proposal.* **(T-2)**

3.2.3. Maintenance Training Section. The mission of the MTS is to conduct, direct, monitor, and schedule training for personnel administratively assigned to the MXG. The MTS is organized and executes requirements in accordance with AFI 36-2650, *Maintenance Training*. Additionally, the MTS will:

3.2.3.1. Manage and schedule ancillary training programs. **(T-3)**

3.2.3.2. Track ancillary training using an AF approved Air Force training system. **(T-3**)

3.2.3.3. Develop and distribute a schedule of future training classes in sufficient time for all agencies to determine requirements. **(T-3)**

3.2.3.4. Monitor and schedule all non-technical training requirements in coordination with work center. **(T-3)**

3.2.3.5. Provide assigned agencies the training forecast and awaiting action listing. **(T-3)**

3.2.3.6. Monitor overdue training and notify supervision to correct training deficiencies. **(T-3)** Ancillary training becomes overdue on the last day of the due month unless course curriculum dictates otherwise.

3.2.3.7. Conduct the monthly training scheduling meetings. **(T-1)**

3.2.3.7.1. **(Added-AFGSC)** MTS Chief will implement/chair a monthly meeting with all non-FTD trainers to address the following:

3.2.3.7.1.1. **(Added-AFGSC)** Previous months training documentation for accuracy.

3.2.3.7.1.2. **(Added-AFGSC)** Evaluate previous months trainer schedule to meet training plan.

3.2.3.7.1.3. **(Added-AFGSC)** Identify training schedule constraints and develop plan of action to mitigate and/or correct.

3.2.3.8. **(N/A 377 TEG)** Coordinate 5-level upgrade Annual Training Forecast with the MXG/CC. **(T-1)**

3.2.3.9. Ensure an RTT program is established and provide overall management of the program. **(T-2)**

3.2.3.10. Ensure unit trainers meet requirements per **paragraph 2.17**. **(T-1)**

3.2.3.11. **(N/A 377 TEG)** Assign personnel to each journeyman training course (when applicable) slot no later than 90 days prior to the projected class start date. **(T-3)**

3.2.3.11.1. **(N/A 377 TEG)** Provide documentation of training prerequisite completion to no later than 14 days prior to the class start date. **(T-3)**

3.2.3.11.2. **(N/A 377 TEG)** Replacing technicians less than 30 days from class start date requires approval by course owner. **(T-3)**

3.2.3.12. **(N/A 377 TEG)** When applicable coordinate the DAF Form 898, *Field Training Requirements Scheduling Document* courses in accordance with AFI 36-2650. **(T-2)**

3.2.3.13. **(Added-AFGSC)** Notify AFGSC/A4B when students are removed from the MMCL courses prior to graduation.

3.2.3.14. **(Added-AFGSC)** Notify AFGSC/A4B when the MMCL course graduation date has been postponed seven calendar days or longer.

**3.3. Maintenance Squadron.** MXS consists of the Maintenance Operations Flight and Resources Flight.

3.3.1. Maintenance Operations Flight. This flight consists of the Plans and Scheduling (P&S) section, MMOC, Maintenance Programs, and MMA.

3.3.1.1. The Maintenance Operations Flight Commander/Chief will: **Note:** Some Ops Flight responsibilities will fall under 377 FTMMXS.

3.3.1.1.1. Ensure inventory and status reporting of PSREs, missile guidance sets, uninstalled missile motors, and other unit designated items in accordance with DAFI 21-103, *Equipment Inventory, Status, and Utilization Reporting* within the applicable APSR. **(T-0)**

3.3.1.1.2. **(N/A 377 TEG)** Ensure development of EWO checklists and provide guidance during EWO planning. **(T-2)**

3.3.1.1.3. Manage the WRF reconciliation in coordination with applicable flight commander/chief. **(T-2)**

3.3.1.1.4. Ensure Single Point Failure and Operational Readiness Parts levels are established in accordance with AFMAN 23-122 and coordinate with AFGSC/A4 for placement on NMC2. **(T-2)**

3.3.1.1.5. Approve deferral of weapon system discrepancies. **(T-3)**

3.3.1.1.6. Ensure PMC documentation of environmental compliance discrepancies that impact the LF or MAF. **(T-0)**

3.3.1.1.7. Develop a process for the cannibalization of parts and ensure proper documentation of cannibalization actions in accordance with T.O. 00-20-2, *Maintenance Data Documentation*, and ensure any part cannibalized from a

maintenance training system or Class III training device is checked out and certified prior to installation. **(T-2)**

3.3.1.1.8. Oversee the DIT program. **(T-3)**

3.3.1.1.9. Serve as liaison with 583 MMXS and CES Missile Engineering. **(T-3)**

3.3.1.1.10. Develop local procedures for debriefing outside agencies. **(T-3)**

3.3.1.2. Plans and Scheduling Section. This section serves as the focal point for maintenance planning & scheduling requirements. P&S will:

3.3.1.2.1. In coordination with Security Forces, CES, and Operations Groups, or other agencies as required by the MW/CC, develop, coordinate, and publish maintenance schedules. **(T-2)**

3.3.1.2.1.1. **(Added-AFGSC)** Maintenance planning & scheduling requirements will be the responsibility of the Wing Operations Center IAW AFGSCI 13-5307.

3.3.1.2.1.2. **(Added-AFGSC)** Coordinate with Sentinel PIO as applicable.

3.3.1.2.1.3. **(Added-AFGSC)** Coordinate with Production Superintendent on weekly and daily scheduling process.

3.3.1.2.2. Coordinate resources and job assignments with applicable section Expeditor and MMOC. **(T-3)**

3.3.1.2.3. Hold daily and weekly scheduling meetings which covers both dispatching and shop maintenance teams, including times and locations, as applicable. **(T-2)**

3.3.1.2.4. Finalize the daily schedule at least one day prior and the weekly schedule the week prior. **(T-2)**

3.3.1.2.4.1. **(Added-AFGSC)** Once the schedule is finalized, changes (e.g., site, times, and teams involved) to the schedule are directed by MMOC with coordination/approval of Production Superintendent and the WOC.

3.3.1.2.4.2. **(Added-AFGSC)** MMOC will notify the MSC and on-duty MCC of unscheduled maintenance in their flight area.

3.3.1.2.5. Upload daily schedules to NMC2 by close of business. **(T-3)**

3.3.1.2.6. Provide assistance to CES in forecasting proposed alteration and construction affecting the weapon system. **(T-3)**

3.3.1.2.7. Maintain Programmed Depot Maintenance and other Depot-level program schedules in support of MAJCOM plans and requirements. **(T-2)**

3.3.1.2.7.1. **(Added-AFGSC)** Manage PDM IAW **Attachment 5**.

3.3.1.2.8. Maintain LF and MAF periodic maintenance schedules. **(T-2)** Once established, the due month for an LF and MAF inspection will not change. **(T-2)** Coordinate changes that deviate the due date 60 days or more with AFGS/A4. **(T-2)**

3.3.1.2.8.1. **(Added-AFGSC)** Coordinate changes utilizing AFGSC Inspection Deviation Request template located on NMC2,

https://usaf.dps.mil/teams/11262/afgsc/a4m/PMI_Change_Request/Forms/AllItems.aspx and forward completed request to afgsc.a4bp.icbmpolicyteam@us.af.mil.

3.3.1.2.8.2. **(Added-AFGSC)** Provide the Production Superintendent with monthly Periodic Maintenance Inspection (PMI) schedule for all equipment to include forecasted requirements and overdue inspections.

3.3.1.2.8.3. **(Added-AFGSC)** Update 20 AF/A4 monthly with annual schedule plan to correct overdue PMIs.

3.3.1.2.9. Interface with CES Missile Engineering for real property installed equipment Depot assistance. **(T-2)**

3.3.1.2.10. Hold coordination meetings prior to any RS and/or missile downstage movement in accordance with AFGSC guidance. **(T-2)**

3.3.1.2.11. Reconcile MIS job standards with T.O. 21M-LGM30F-6, *Scheduled Inspection and Maintenance Requirements*, applicable commodity T.O.s, and CEMs at least semi-annually. **(T-2)** Document the review on the AF 2411, *Inspection Document*. **(T-2)**

3.3.1.2.11.1. **(Added-AFGSC)** Work centers that handle classified JSTs are required to manage those JSTs unless WOC has access. WOC will send a list of items that need to be verified by the unit's work center that contain T.O. restrictions. WCs will complete the review when directed by WOC NLT 30 days after receipt with changes, adds, deletes and or updates. WCs will sign AF Form 2411 once the review is completed.

3.3.1.2.11.2. **(Added-AFGSC)** Utilize AFGSC Standardized JSTs minimum requirements listing on NMC2 to reconcile MIS job standards.

3.3.1.2.11.3. **(Added-AFGSC)** Complete reconcile corrective actions within 30 days.

3.3.1.2.11.4. **(Added-AFGSC)** Notify AFGSC/A4B for any additions or deletions of JSTs.

3.3.1.2.11.5. **(Added-AFGSC)** Maintain the report on file with corrective actions until next review. The use of automated verification tools is encouraged provided MIS data is the source for verification.

3.3.1.2.11.6. **(Added-AFGSC)** Load, change and delete JSTs in the MIS as soon as possible after receipt of any -6 T.O.s, or other T.O., Time Change Item (TCI) or inspection change and promptly notify all affected sections for action.

3.3.1.2.11.6.1. **(Added-AFGSC)** Perform a monthly review of all -6 inspections, SIs and TCI JSTs for assigned assets.

3.3.1.2.11.6.2. **(Added-AFGSC)** Load Periodic Inspections (PIs) and other event type inspections as a JST in the MIS as they occur.

3.3.1.2.11.6.3. **(Added-AFGSC)** Units may create JSTs in the MIS to automate required documentation of repetitive or complex tasks.

3.3.1.2.11.6.4. **(Added-AFGSC)** Provide training for maintaining JSTs as necessary.

3.3.1.2.11.7. **(Added-AFGSC)** Maintain the Job Master Listing (JML).

3.3.1.2.11.7.1. **(Added-AFGSC)** Maintain the JML for all inspections and time changes listed in the applicable system T.O. 21M-LGM30F-6 and commodity T.O.s.

3.3.1.2.11.7.2. **(Added-AFGSC)** Monitor T.O. 21M-LGM30F-6 and associated technical orders to ensure time change/inspection frequencies align and support the maintenance concept of the weapon system.

3.3.1.2.11.7.3. **(Added-AFGSC)** Initiate a semi-annual review of the JML accuracy and currency.

3.3.1.2.11.7.4. **(Added-AFGSC)** Review matrix/chart depicting the total number of Special Inspection (SI) and TCI requirements to be loaded in the MIS for each assigned system against an applicable reference and each assigned system. Maintain the report on file with corrective actions until the next review. For locally tracked requirements without a reference, use “Local Tracking”.

3.3.1.2.11.7.5. **(Added-AFGSC)** WOC will provide written guidance and training for JML management of off-equipment JSTs when P&S authorizes owning WCs to maintain it.

3.3.1.2.12. Perform Aerospace Vehicle Distribution Office, ICBM status, and inventory reporting requirements in accordance with DAFI 21-103. **(T-0)**

3.3.1.2.12.1. **(Added-AFGSC)** Create and maintain local product documenting delays in reporting Aerospace Vehicle Distribution Officer (AVDO) status changes due to late or overdue debriefing actions.

3.3.1.2.13. Develop and manage the TCTO, Master Change Log, modification, and time change programs in accordance with T.O. 00-5-15, *Air Force Time Compliance Technical Order Process*. **(T-1)**

3.3.1.2.13.1. **(Added-AFGSC)** Develop a matrix/chart depicting the total number of SIs and TCIs to be loaded in the MIS for each assigned system.

3.3.1.2.14. Forward TCTOs to the Flight Service Center of the Materiel Management Flight. **(T-3)**

3.3.1.2.15. **(N/A 377 TEG)** Assist with development of war support and contingency plans. **(T-3)**

3.3.1.2.16. Provide a central collection point for maintenance data forms and forward documents as directed by AFGSC. **(T-2)**

3.3.1.2.17. Maintain a site file for each LF and MAF that will include as a minimum:

3.3.1.2.17.1. Air Force Technical Order (AFTO) Form 95, *Significant Historical Data*. **(T-2)** At a minimum, maintain forms in accordance with T.O. 00-20-1 for each item listed in **Table 3.1** when installed on an LF or MAF. **(T-2)**

3.3.1.2.17.2. Physical inventory sheet. **(T-2)**

3.3.1.2.17.3. AFTO Form 430, *Battery Periodic Inspection Maintenance Record*. **(T-2)** Upon receipt of an AFTO Form 430, verify battery serial numbers against MIS. **(T-2)** Upload completed AFTO Form 430 to NMC2. **(T-2)**

3.3.1.2.17.4. Earth ground and grounding system checkout results documented in accordance with CEM 21-SM80X-2-21-X, *Real Property Installed Equipment Missile Weapon System*. **(T-2)**

3.3.1.2.17.4.1. **(Added-AFGSC)** Maintain/upload six cycles of documented inspection records on Earth Grounding Test Results page located on NMC2, (https://usaf.dps.mil/teams/11262/afgsc/a4m/SitePages/A4B.aspx) IAW AFMAN 32-1065, *Grounding and Electrical Systems.*

3.3.1.2.17.4.2. **(Added-AFGSC)** Coordinate with Facility Maintenance Section (FMS) to provide missing, incorrect, or incomplete forms.

3.3.1.2.17.5. **(Added-AFGSC)** Maintain DD Form 1149, *Requisition and Invoice/Shipping Document* and/or DD Form 1348-1, *Issue Release/Receipt Document.*

3.3.1.2.18. **(Added-AFGSC)** Manage MW Battery Replacement program IAW **paragraph 5.16**.

3.3.1.2.19. **(Added-AFGSC)** Coordinate HHQ MNX request IAW **paragraph 5.17**.

3.3.1.2.20. **(Added-AFGSC)** Manage Sentinel transition IAW **paragraph 5.19**.

**Table 3.1. AFTO Form 95 Minimum Item Listing.**

| Part Number | National Stock Number | Nomenclature |
|---|---|---|
| TD102666-01 | N/A | Booster Assembly, Missile, LGM30G |
| 85000-102 | 1420-00-003-7274AH | Propulsion System, Guided Missile (Propulsion System Rocket Engine) |
| 20100-101-X | 1420-01-454-4922AH | Guidance Set |
| **Note**: X denotes any extension of part number. | | |

3.3.1.3. Missile Maintenance Operations Center. MMOC serves as the focal point for discrepancy reporting and is responsible for coordinating with appropriate agencies to ensure mission accomplishment. MMOC will:

3.3.1.3.1. **(N/A 377 TEG)** Operate 24 hours per day, 7 days per week. **(T-2)**

3.3.1.3.2. Coordinate all in-field maintenance efforts performed by maintenance personnel to execute the daily schedule. **(T-2)**

3.3.1.3.2.1. **(Added-AFGSC)** Direct and control all maintenance performed by missile maintenance personnel on assigned ICBMs, LFs, MAFs, LCCs, LCs, mission support equipment, and spare missiles including missile handling and other on-base tasks.

3.3.1.3.2.2. **(Added-AFGSC)** Direct and control the use of maintenance resources in coordination with the Production Superintendent.

3.3.1.3.3. Monitor status of each LF and MAF, uninstalled missile motors, mission support equipment, and vehicles designated on NMC2 for status reporting. **(T-1)**

3.3.1.3.3.1. **(Added-AFGSC)** Update LF, LCC, and LC status at the direction of the Production Superintendent.

3.3.1.3.3.2. **(Added-AFGSC)** Review HHQ MNX request IAW **paragraph 5.17**.

3.3.1.3.3.3. **(Added-AFGSC)** Monitor status of each LC on NMC2 for status reporting.

3.3.1.3.3.4. **(Added-AFGSC)** Check status error reports daily and annotate corrective actions on NMC2.

3.3.1.3.4. Monitor the MEEL, Operational Readiness Parts, and Single Point Failure listing on NMC2 for adequate spare levels. Notify Expeditor when levels fall below the designated minimums. **(T-2)**

3.3.1.3.5. Evaluate all reported fault conditions for NMC or PMC implications in accordance with MAJCOM listing, T.O. 21M-LGM30G-2-1-X series publications, and DAFI 21-103. **(T-0)**

3.3.1.3.6. **(N/A 377 TEG)** Document MCC-approved status changes (e.g. LF, LCC, NC3) in MIS, FSR, NMC2, and other required systems in applicable timelines. **(T-1)** The MCC is in command of the LF at all times and is the final authority in determining alert status through consultation with MMOC. Notify Base Command Post of MCC-approved status changes. **(T-1)**

3.3.1.3.7. **(N/A 377 TEG)** Document discrepancies (e.g. LF, LCC, NC3) in MIS, FSR, NMC2, and other required systems in applicable timelines. **(T-1)** All NMC and PMC discrepancies require documenting in the FSR module. **(T-1)**

3.3.1.3.8. **(N/A 377 TEG)** Notify Base Command Post of situations that impact alert posture, Airborne LCC operational system tests, or other abnormal events that require operational reports outside the unit. **(T-1)**

3.3.1.3.9. Document new priority 1-4 discrepancies for LFs and support equipment, all LCC discrepancies called in by MCC and CES. **(T-2)**

3.3.1.3.9.1. **(Added-AFGSC)** Utilize AFGSC Missile Maintenance Priority Designators, located on NMC2.

3.3.1.3.10. Prior to diverting teams, verify with Production Superintendent that the team is task qualified, and has all required parts and tools to complete maintenance. **(T-2)**

3.3.1.3.11. **(N/A 377 TEG)** Coordinate with Missile Security Control when directing Security Forces to perform maintenance tasks at LFs. **(T-3)** Ensure T.O.s are used when directing maintenance. **(T-1)**

3.3.1.3.12. Update changes to team departure and arrival times in MIS. **(T-3)**

3.3.1.3.13. Monitor and update LF and LCC, PMC and NMC conditions daily and coordinate with the Expeditor at owning work centers to correct documentation discrepancies and part requirements. **(T-2)**

3.3.1.3.14. Review all priority 1-4 discrepancies for validity and accuracy the duty day following creation. Review all priority 1-4 discrepancies for validity and accuracy weekly. Coordinate with owning workcenter for corrections. **(T-2)**

3.3.1.3.14.1. **(Added-AFGSC)** Provide the Production Superintendent updates when red X or W discrepancy is cleared or annotated.

3.3.1.3.14.2. **(Added-AFGSC)** Review all priority 1-4 discrepancies for repeat/recur conditions IAW **paragraph 5.14**.

3.3.1.3.15. Establish procedures for tracking new discrepancies during an MIS outage and ensure MIS is updated when outage is resolved. **(T-3)**

3.3.1.3.16. Process cannibalization requests. **(T-3)**

3.3.1.3.17. Conduct a daily Ground Maintenance Response/Missile Operational Status Reply cross-check and LCC Status cross-check with each manned LCC using the checklists provided on NMC2. **(T-2)**

3.3.1.3.18. **(N/A 377 TEG)** Update shock isolator air compressor operating hours in MIS. **(T-2)**

3.3.1.3.19. Respond to disaster situations in accordance with local procedures and support agreements. **(T-3)**

3.3.1.3.20. Develop and use quick reference checklists for EWO related actions, explosive operations, mishaps, severe weather warnings, disasters, and evacuations and ensure checklists are reviewed at least annually (EWO checklists not required at 377 TEG). **(T-2)**

3.3.1.3.20.1. Coordinate checklists with applicable workcenters/organizations (e.g., Codes Section, QA, and Base Command Post, Safety Office) as required. **(T-2)**

3.3.1.3.20.2. Coordinate all explosive, mishap, and nuclear surety related checklists with the wing weapons safety office. **(T-1)**

3.3.1.3.21. Maintain senior controller and site logs on NMC2 as follows:

3.3.1.3.21.1. Use senior controller and site logs to capture maintenance actions, technical engineering inputs and any other relevant actions coordinated during the course of maintenance. **(T-2)**

3.3.1.3.21.2. Use senior controller and site logs to document site configuration prior to back out and site departure any time a team enters the Launch Support

Building, Launcher Equipment Room, Launch Control Equipment Building, MAF Support Building Equipment Rooms, or LCC. MMOC will conference call with the on-site team chief, MCC, and codes section (if coding actions were performed) and record all applicable information on the site log.

3.3.1.3.21.3. Review senior controller logs and site logs during shift changeover to ensure all controllers are aware of maintenance actions and requirements.

3.3.1.3.22. **(Added-AFGSC)** Develop and maintain an NC3 Communication Plan checklist that documents, at a minimum, equipment identification (ID), status of the equipment, and a process to create MIS job control numbers for NC3 equipment.

3.3.1.3.22.1. **(Added-AFGSC)** NMC2 site logs will be updated with MIS job control numbers.

3.3.1.3.22.2. **(Added-AFGSC)** Contact Production Superintendent for status reporting pertaining to system degrades and/or outages as applicable.

3.3.1.3.22.3. **(Added-AFGSC)** NC3 systems 1-5 will be documented to include MIS Job Control number in Force Status Readiness (FSR) and on Comm Spot reports.

3.3.1.3.22.4. **(Added-AFGSC)** Document a discrepancy log for NC3 systems requiring delay reporting in MIS once a discrepancy has been cleared.

3.3.1.3.23. **(Added-AFGSC)** Contact Production Superintendent upon receiving messages from Higher Headquarters (e.g., OPORD).

3.3.1.4. **(N/A 377 TEG)** Maintenance Programs. Maintenance Programs serves as the MXG focal point for interaction with external support activities to ensure critical mission generation support. Maintenance Programs will:

3.3.1.4.1. Develop, maintain, and coordinate all local publications within the MXG. **(T-2)**

3.3.1.4.2. Oversee local or functional support agreements applicable to the MXG in accordance with AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*. **(T-1)**

3.3.1.4.3. Develop and coordinate MXG commercial contracts as directed by the MXG/CC. **(T-2)**

3.3.1.4.4. Manage readiness reporting for the MXG in accordance with AFI 10-201, *Force Readiness Reporting*. **(T-1)**

3.3.1.5. Maintenance Management Analysis. MMA tracks, analyzes, and presents information to help senior leadership assess the health of the unit's weapon systems and equipment. MMA serves as the MXG or 377 TEG POC for MIS issues and performs analysis to assess and improve unit performance. MIS is the main source of information used by analysts to assess unit performance and capability. Additionally, MMA manages and ensures the accuracy of MIS inputs and outputs. MMA will:

3.3.1.5.1. Provide information on analysis services and capabilities to units and supervision. **(T-2)**

3.3.1.5.1.1. Coordinate with MTS and/or FTD for opportunities to provide training on analysis services and capabilities (e.g., Maintenance Orientation, Team Chief Course, etc.). **(T-2)**

3.3.1.5.1.2. Conduct visits to maintenance workcenters and provide information on analysis services and capabilities when contract or supervision changes. **(T-2)**

3.3.1.5.2. Calculate maintenance metrics and compare unit performance against MAJCOM and locally developed goals (if applicable). **(T-2)**

3.3.1.5.3. Develop products to track, monitor, and identify seasonal and cyclical trends at the group and squadron level. **(T-2)**

3.3.1.5.4. Review maintenance data for anomalies, variances, and trends to identify areas requiring further study. **(T-2)**

3.3.1.5.5. Assist unit leaders with the application and interpretation of maintenance data. **(T-2)**

3.3.1.5.6. Serve as the MIS Database Manager (DBM). **(T-1)** The DBM will:

3.3.1.5.6.1. Serve as the focal point for MIS modification/creation requests. **(T-1)**

3.3.1.5.6.2. Provide expertise on MIS for resolution of problems beyond the work center's control and coordinate with the MAJCOM when problems exist that are beyond the scope of responsibilities of Host DBMs. **(T-2)**

3.3.1.5.6.3. Ensure MIS security is maintained in accordance with AFI 17-130, *Cybersecurity Program Management*. **(T-1)**

3.3.1.5.6.4. Ensure support for tenant organizations and users. **(T-2)**

3.3.1.5.6.5. Ensure scheduled MIS downtime is published to users. **(T-2)**

3.3.1.5.6.6. Coordinate on matters pertaining to the interface of other automated systems within the MIS. **(T-2)**

3.3.1.5.6.7. Control access to specific MIS programs and subsystems. **(T-2)** Audit permissions to MIS profile annually and take appropriate measures when compromise is suspected. **(T-2)**

3.3.1.5.6.8. Establish serial-controlled item location and inventory in MIS for asterisked items in the work unit code manuals. **(T-2)**

3.3.1.5.7. Serve as the OPR for the Data Integrity Team. **(T-2)** The DIT ensures the unit has complete and accurate data in the MIS, identifies and quantifies problems within the unit preventing complete and accurate documentation, and identifies and corrects the root causes for poor data integrity. MMA will lead and execute the DIT by performing the following functions:

3.3.1.5.7.1. Review all new work orders for accuracy each day and forward work orders with errors to work center DIT monitors for correction. **(T-2)** Track errors using NMC2. **(T-2)**

3.3.1.5.7.2. Review all debriefed work orders each duty day. **(T-2)** Forward debriefed work orders with errors to work center DIT monitors for correction. Track errors using NMC2. Count the errors by detailed data record and enter number of errors by data record in NMC2. Only one error will be charged for each data record; however, all data record errors will be recorded and broken down by category for trend analysis. **(T-2)**

3.3.1.5.7.3. Ensure all assigned DIT members are trained in the use of MIS applicable programs for the data integrity review/correction process. **(T-2)**

3.3.1.5.7.4. Hold DIT meetings to ensure workorders documented in MIS are accurate and complete. **(T-2)**

3.3.1.5.7.4.1. Frequency and scope of meetings can be determined locally.

3.3.1.5.7.4.2. The DIT meetings will include representatives from each squadron under the MXG.

3.3.1.5.7.4.3. It will include participation from Plans and Scheduling, MMOC, Decentralized Materiel Support, and Quality Assurance. **(T-3)** Other agencies may be required, as determined by MMA.

3.3.1.5.7.5. Work orders in MIS require 100% review at least once a quarter.

3.3.1.5.7.6. Provide a briefing to the MXG/CC of all DIT activities and results using the DIT briefing template, provided by the MAJCOM on NMC2, at least quarterly. **(T-2)**

3.3.1.5.7.6.1. **(Added-AFGSC)** Provide a briefing to the WOC Director and Maintenance Operations Flight of all DIT activities and results.

3.3.1.5.8. **(Added-AFGSC)** Unit Metric Package.

3.3.1.5.8.1. **(Added-AFGSC)** AFGSC/A4 requires metrics from all MWs for the purpose of collecting data for Maintenance Performance Indicators (MPI).

3.3.1.5.8.2. **(Added-AFGSC)** Utilize training and templates for metrics posted on AFGSC's NMC2 website.

3.3.1.5.8.3. **(Added-AFGSC)** Conduct analysis monthly on repeat/recur report and document short- and long-term trends and document on metrics template.

3.3.1.5.8.4. **(Added-AFGSC)** Submit completed unit metric package on AFGSC NMC2 by the 20th of every month for AFGSC/A4B to review and consolidate.

3.3.1.5.8.5. **(Added-AFGSC)** Plans and scheduling will complete maintenance scheduling effectiveness IAW **Attachment 4** and submit to maintenance analysis section.

3.3.2. **(N/A 377 FTMMXS)** Resources Flight. Resources Flight personnel perform off-equipment maintenance on electrical, environmental, power generation, pneumatic, and hydraulic systems of the weapon system; centrally store, issue, inspect and repair support

equipment and special purpose vehicles; track and manage assigned support equipment and vehicle inspections, maintenance, and calibration requirements and ensure accurate tracking of spare missile guidance sets. This flight consists of the Electronics Laboratory (ELAB), Mechanical and Pneudraulics Section (MAPS), Power, Refrigeration, and Electrical Section (PREL), Aerospace Ground Equipment (as applicable), and VES.

3.3.2.1. Electronics Laboratory. ELAB technicians inspect, troubleshoot and repair missile electronic and test equipment. They prepare electronic drawers and equipment for dispatch to LFs and MAFs. An ELAB Maintenance Team typically consists of at least two 2M0X1 technicians. Additionally, ELAB technicians will:

3.3.2.1.1. Maintain a 24-hours per day, 7-days per week maintenance support capability. **(T-3)**

3.3.2.1.2. Maintain a master file of LF and LCC unique strapping data documents and ensure it is backed up electronically. Update the master file after approved routine or emergency changes from the ICBM Systems Directorate. Retain letters or messages of approval as historical documents. **(T-2)**

3.3.2.1.3. Track spare missile guidance sets by serial and part number. **(T-0)**

3.3.2.1.4. **(Added-AFGSC)** Document Missile Guidance Sets (MGS) inventory on MIS and NMC2 equipment tracker.

3.3.2.2. Mechanical and Pneudraulics Section. MAPS technicians inspect, troubleshoot, and repair hoists, mechanical support equipment, pneumatic and hydraulic components, weapon system components, support equipment, self-contained breathing apparatuses, and special purpose vehicles. A MAPS Maintenance Team typically consists of at least two 2M0X2 technicians. Finally, MAPS technicians operate and maintain the proof-load test facility.

3.3.2.3. Power, Refrigeration and Electrical Section. PREL technicians inspect, troubleshoot and repair weapon system environmental control systems, power systems, electrical systems, support equipment, test equipment, and special purpose vehicles. A PREL Maintenance Team typically consists of at least two 2M0X3 technicians.

3.3.2.3.1. **(Added-AFGSC)** Manage MW Battery Replacement Program IAW **paragraph 5.16**.

3.3.2.4. Vehicle and Equipment Section. VES technicians manage assigned vehicles and equipment to meet maintenance requirements. Vehicle and Equipment technicians will:

3.3.2.4.1. Ensure availability of serviceable general and special purpose vehicles, cranes, and equipment to meet mission requirements. **(T-3)**

3.3.2.4.1.1. In coordination with Logistics Readiness Squadron ensure vehicle availability, status, discrepancies, and inspections are accurately reflected in the MIS, as applicable, per T.O. 00-20-2. **(T-2)**

3.3.2.4.1.2. Ensure equipment availability, status, discrepancies, calibrations, and inspections are accurately reflected in the MIS, as applicable, per T.O. 00-20-2. **(T-2)**

3.3.2.4.1.2.1. **(Added-AFGSC)** VES Application in NMC2 may be used as needed in conjunction with MIS to document current equipment availability for issue and receipt.

3.3.2.4.2. Ensure each equipment load is complete prior to and upon return from dispatch and document any abnormalities, evidence of misuse or loss of equipment on the inventory receipt before accepting responsibility from maintenance teams. **(T-2)**

3.3.2.4.3. Schedule RS handling equipment repair and inspections through Munitions Squadron and MIS as applicable. **(T-3)**

3.3.2.4.4. Update MEEL status on NMC2 for all owned equipment and vehicles, as applicable. **(T-2)**

3.3.2.4.5. Inspect and perform minor equipment repair and fabrication as authorized and in accordance with applicable T.O.s. **(T-2)**

3.3.2.4.6. Maintain a 24-hours per day, 7-days per week maintenance support capability. **(T- 3)**

**3.4. Missile Maintenance Squadron.** MMXS personnel maintain the readiness of Minuteman III ICBMs and corresponding MAFs and LFs through the replacement of limited life components, munitions, missiles, reentry systems, and guidance sets. Additionally, MMXS personnel troubleshoot and repair security, electrical and communication systems. Furthermore, they perform coding operations, corrosion control and periodic maintenance. MMXS consists of Facilities Flight and Generation Flight.

3.4.1. Facilities Flight. Facilities Flight personnel maintain LFs and MAFs in optimal condition and ensure operational readiness by troubleshooting and repairing power and environmental systems, and performing periodic maintenance inspections, corrosion control and preventative maintenance actions. Additionally, they maintain and repair the HICS. The flight consists of the Facilities Maintenance Section (FMS), Corrosion Control, HICS, Cable Affairs, Survivable Systems Teams (SST), and Missile Communications Maintenance (MCM).

3.4.1.1. Facilities Maintenance Section. FMS personnel perform preventive maintenance in accordance with the scheduled periodic maintenance program and perform on-site troubleshooting and repair of LF and MAF power and environmental systems. A Periodic Maintenance Team typically consists of at least eight 2M0X3 technicians. A Facilities Maintenance Team typically consists of at least two 2M0X3 technicians. Team structures can be adjusted based on maintenance requirements. Additionally, FMS technicians will:

3.4.1.1.1. Perform shotgun custodian duties. **(T-1)** Refer to AFI 36-2654, *Combat Arms Program* for detailed guidance.

3.4.1.1.2. Provide for secure storage of the Programmable Logic Circuit Laptop Recovery Image Disk Set and a spare copy of the Wing-specific software disc in the T.O. Distribution Office. **(T-2)**

3.4.1.1.3. **(Added-AFGSC)** Provide earth ground and grounding systems checkout documentation to P&S for records management.

3.4.1.2. Hardened Intersite Cabling Section. HICS technicians maintain cables connecting MAFs to LFs and to other MAFs by inspecting, troubleshooting, and repairing buried cable

and splice case assemblies, terminal splice cases, cable air dryers and correcting erosion issues. A HICS team typically consists of two to six 2M0X3 technicians. Team structures can be adjusted based on maintenance requirements.

3.4.1.3. Cable Affairs Section. Cable Affairs personnel oversee HICS ROW maintenance and projects and maintain close contact with non-Air Force personnel who cross, or could cross, the HICS ROW. They also manage HICS ROW crossing requests, construction, and siting, as well as cable locating and marking. A Cable Affairs team typically consists of at least two 2M0X3 technicians, or civilian equivalent. Cable Affairs does not require certified team chiefs for operations. Team structures can be adjusted based on maintenance requirements. Cable Affairs personnel will:

3.4.1.3.1. Ensure HICS Circuit Identification and Recording System records are maintained to reflect correct configuration. **(T-2)** Retain a hard copy and electronic back-up of all Communication System Identification Record data to ensure information is always accessible. **(T-2)**

3.4.1.3.2. Update strip map records on both the hard copy and electronic maps. **(T-2)**

3.4.1.4. Corrosion Control. Corrosion Control technicians perform treatment and repair of weapon system components, support equipment, special purpose vehicles and facilities at LFs, MAFs and on-base locations. A Corrosion Control Team typically consists of at least four corrosion technicians. Team structures can be adjusted based on maintenance requirements.

3.4.1.4.1. **(Added-AFGSC)** Conduct corrosion inspections using AFGSC LF Corrosion Site Mapping Guide located on NMC2.

3.4.1.4.2. **(Added-AFGSC)** Document discrepancies identified during Corrosion Site Mapping in MIS.

3.4.1.5. Survivable Systems Teams Section. Survivable Systems technicians maintain LCC and Launch Control Equipment Building blast valves, LCC blast doors, LCC and LF shock isolation systems, and operator chairs. A Survivable Systems Team typically consists of two to four 2M0X2 technicians. Team structures can be adjusted based on maintenance requirements.

3.4.1.6. Missile Communications Maintenance Section. MCM technicians perform preventative maintenance, troubleshooting, and repair of multiple communication systems. They also prepare electronic drawers for dispatch to LFs and MAFs. An MCM team typically consists of at least two 2M0X1 technicians. Team structure can be adjusted based on maintenance requirements. MCM technicians will:

3.4.1.6.1. Maintain the following communications systems **(T-2)**:

3.4.1.6.1.1. Minuteman Minimum Essential Emergency Communications Network (MEECN) Program (MMP) Extremely High Frequency Terminal and Very Low Frequency/Low Frequency at MAFs and the MMP Organizational Maintenance System at support base. **(T-2)**

3.4.1.6.1.2. Survivable Low Frequency Communications System antenna and components at MAFs. **(T-2)**

3.4.1.6.1.3. Ultra-High Frequency Radio Set Group (AN/GRC-208) and Dual Mode Antenna at MAFs. **(T-2)**

3.4.1.6.1.4. Ultra-High Frequency Military Strategic and Tactical Relay (MILSTAR) terminals (AN/FRC-175 at MAFs and AN/GSC-42 at Base Command Post) and AN/GRC-228 Time Distribution Subsystem (TDS) supporting the AN/FRC-175 and AN/GSC-42 terminals. **(T-2)**

3.4.1.6.1.5. Strategic Automated Command and Control System at MAFs and Base Command Post. **(T-2)**

3.4.1.6.1.6. Support Information Network (Security Control Center Line, MAF-LF Telephones, MAF Interphones, LF Interphones, and Dial Lines 1-2) **(T-2)**

3.4.1.6.1.7. EWO-1 and EWO-2, Hardened Voice Channel, and Very High Frequency Radio Interface Circuit. **(T-2)**

3.4.1.6.1.8. Maintain a 24-hours per day, 7-days per week maintenance support capability. **(T-3)**

3.4.1.6.2. Perform communications equipment status reporting for their applicable MIS systems per DAFI 21-103. **(T-1)**

3.4.1.6.3. Operate the TDS and TDS Preprocessor to manage Time Standard Modules supporting Ultra High Frequency MILSTAR and MMP. **(T-2)**

3.4.1.6.4. Issue and receive Time Standard Modules to/from dispatching and returning MCCs. **(T-2)**

3.4.1.6.5. Report commercial phone line issues affecting their applicable systems to applicable agencies through the Communications Squadron and MMOC for resolution. **(T-2)**

3.4.1.6.6. Maintain a master file of LF and LCC unique strapping data documents and ensure it is backed up electronically. Update the master file after approved routine or emergency changes from the ICBM Systems Directorate. Retain letters or messages of approval as historical documents. **(T-2)**

3.4.2. Generation Flight. Generation Flight personnel generate and maintain assigned forces through the transportation, removal, installation, and storage of Minuteman III boosters, PSREs, RSs (not storage) and missile guidance sets, coding of the ICBM weapon system, and repair of security, electrical and power systems. The flight consists of Electro-Mechanical Teams (EMT), MHT and MMT Sections.

3.4.2.1. Electro-Mechanical Teams. EMT technicians perform electronic, electro-mechanical, security and electrical system repair and coding of the weapon system. An EMT team consists of at least two 2M0X1 technicians but can be adjusted based on maintenance requirements.

3.4.2.2. Missile Handling Teams. MHT technicians remove, install, transport, ship and receive the missile downstages. An MHT team consists of at least four 2M0X2 technicians but can be adjusted based on maintenance requirements. They will manage and track on-base storage of uninstalled missile motors. **(T-0)**

3.4.2.2.1. **(Added-AFGSC)** Document missile downstage serial number, status, and location in MIS, TICMS, and NMC2 equipment tracker once received or relocated.

3.4.2.3. Missile Maintenance Team Section. MMT technicians remove, install and transport Minuteman aerospace vehicle equipment. They also perform maintenance on umbilical cables, suspension systems, and launcher closure systems. MMT assists MHT in the removal and installation of missile downstages. An MMT team consists of at least five 2M0X2 technicians but can be adjusted based on maintenance requirements. MMT will track spare PSREs by serial and part number. **(T-0)**

3.4.2.3.1. **(Added-AFGSC)** Ensure all AVE serial numbers to include downstages, PSRE, and Missile Guidance Set (MGS), are verified and recorded in TICMS and MIS during RS installation IAW DAFI 21-103.

## Chapter 4

## ICBM SUPPORT UNITS.

**4.1. 377th Test and Evaluation Group.** Consists of 377th Flight Test Missile Maintenance Squadron, 576th Flight Test Squadron, and the 377th Test Support Squadron. The 377 FTMMXS actions and management efforts focus on executing the FDE program. The 377 FTMMXS contains Maintenance Operations Flight, Generation Flight, Resources Flight, Munitions Flight, and several contracted maintenance functions.

4.1.1. Unit Technical Training Manager (UTTM). The UTTM manages and oversees all technical training program applications. The UTTM will:

4.1.1.1. Establish and manage lesson plans or task breakdowns for each unit discipline. **(T-2)** Lesson plans or task breakdowns are only required for technical tasks (on-equipment tasks governed by technical data) in the section's master task list.

4.1.1.2. Ensure explosive laden vehicle lesson plans or task breakdowns are routed to the unit safety monitor for review. **(T-2)**

4.1.1.3. Establish and manage Team Chief training course. **(T-2)**

4.1.2. Contracting Officer Representative. These personnel evaluate contracted maintenance functions and will establish minimum inspection intervals as prescribed in the applicable contract and perform additional surveillance inspections in response to customer complaints or others as deemed necessary.

**4.2. 377th FTMMXS.**

4.2.1. Maintenance Operations Flight personnel maintain the status of all LFs and MAFs and provide the DO/SEL with key information to assist in determining maintenance requirements and priorities. Additionally, they coordinate maintenance requirements with outside agencies. This flight consists of the MMOC, Scheduling Section, MMA. Refer to **paragraph 3.3.1.1** for Maintenance Operations Flight Commander/Chief requirements.

4.2.1.1. Missile Maintenance Operations Center. MMOC personnel direct, control, and implement the daily maintenance effort, utilize personnel and resources to ensure maximum readiness, and assist work centers in resolving conflicts. They are the primary interface with launch directors, Task Force personnel, and are the maintenance lead for FDE missions, weapon system testing and associated operations. Refer to **paragraph 3.3.1.3** for MMOC requirements.

4.2.1.2. Scheduling Section. Scheduling personnel serve as the focal point for maintenance planning and scheduling requirements. Refer to **paragraph 3.3.1.2** for Scheduling requirements.

4.2.1.3. Maintenance Management Analysis. MMA tracks, analyzes, and presents information to help senior leadership assess the health of the unit's weapon systems and equipment. MMA serves as the 377 TEG POC for MIS issues and performs analysis to assess and improve unit performance. MIS is the main source of information used by analysts to assess unit performance and capability. Additionally, MMA manages and

ensures the accuracy of MIS inputs and outputs. Refer to **paragraph 3.3.1.5** for MMA requirements.

4.2.2. Resources Flight. Resources Flight personnel perform off-equipment maintenance on pneumatic, electronic, instrumentation and hydraulic systems associated with the weapon system. Additionally, they are responsible for limited on-equipment repair of LF and MAF subsystems and they install, checkout and repair unique instrumentation packages required for all FDE launches. The flight consists of the ELAB, MAPS, and the Instrumentation Lab.

4.2.2.1. Electronics Laboratory. ELAB technicians inspect, troubleshoot and repair missile electronic components and test equipment. They prepare electronic drawers for dispatch to LFs and MAFs.

4.2.2.2. Mechanical and Pneudraulics Section. MAPS technicians inspect, troubleshoot, and repair hoists, mechanical support equipment, pneumatic and hydraulic components, weapons system components, support equipment, and special purpose vehicles. MAPS technicians also maintain nuclear-certified payload transporters, RS handling gear, A-Circuit, guided missile maintenance platforms, transporter erectors, cranes, hooks, and lifting slings. MAPS technicians also operate and maintain the proof-load test facility.

4.2.2.3. Instrumentation Lab. Instrumentation technicians operate, checkout, troubleshoot and repair instrumentation flight packages and associated Launch Support System ground support equipment for the weapon system. Instrumentation Lab technicians will:

4.2.2.3.1. Coordinate and perform range safety flight certification of instrumentation flight packages. **(T-2)**

4.2.2.3.2. Analyze test data to detect deficiencies and provide test products to systems contractors, engineers, launch officials and range safety authorities. **(T-2)**

4.2.2.3.3. Integrate the instrumentation flight package to the missile guidance set. **(T-2)**

4.2.2.3.4. Provide technicians to serve as Monitor and Control Operator and Assistant Monitor and Control Operator on the FDE Launch Countdown Crew. As required, the work center may appoint an advisor to assist these personnel. **(T-2)**

4.2.2.3.5. Ensure accurate tracking of spare Missile Guidance Sets by serial and part number. **(T-0)**

4.2.3. Generation Flight. Generation Flight personnel maintain assigned facilities, equipment, and vehicles to meet FDE and additional mission requirements. Flight personnel ensure test flight assets are functionally checked and properly configured. The flight consists of EMT, MMT, MHT, and FMS.

4.2.3.1. Electromechanical Teams. EMT technicians perform electronic troubleshooting and repair as well as electromechanical and electrical system checkout. Additionally, they maintain missile communications systems, perform launch capability testing, and coding of the weapon system.

4.2.3.2. Facilities Maintenance Section. FMS technicians inspect, troubleshoot and repair LF and MAF weapon system environmental control systems, power systems, electrical

systems, support equipment, test equipment, special purpose vehicles and performs preventive maintenance actions as part of the periodic maintenance program.

4.2.3.3. Missile Maintenance Teams. MMT personnel remove, install and transport aerospace vehicle equipment. They also perform maintenance on umbilical, suspension system and launcher closure system. MMTs assist MHT in the removal and installation of boosters. MMTs checkout and install destruct packages on PSREs. They will manage and track on-base storage of uninstalled PSREs. **(T-0)**

4.2.3.4. Missile Handling Teams. MHT personnel remove, install, transport, ship, receive, and store boosters. Additionally, MHTs checkout and install destruct packages on boosters. They will manage and track on-base storage of uninstalled missile motors. **(T-0)**

4.2.4. Munitions Flight. The 377 FTMMXS has a munitions flights assigned to support ICBM test requirements. Refer to the AFMAN 21-201, *Munitions Management* for requirements, roles, and responsibilities.

4.2.5. Contracted Functions. The 377 TEG has several contracted functions, including Training Management Services, Vehicle Issues and Control, Equipment Issue and Control, LF Refurbishment, Corrosion Control Services, Environmental Management, and Materiel Control.

4.2.5.1. Training Management Services (TMS). TMS provides Unit Training Manager services in accordance with DAFI 36-2689, AFI 36-2650, and established performance work statement (PWS). TMS will:

4.2.5.1.1. Manage assigned ancillary training programs and track using MIS. **(T-2)**

4.2.5.1.1.1. **(Added-AFGSC)** Submit updates to the Master Course Code Catalog to AFGSC/A4B **AFGSC.A4BP.ICBMPOLICYTEAM@us.af.mil**.

4.2.5.1.2. Monitor overdue training and notify the appropriate level of supervision to correct training deficiencies. **(T-2)** Ancillary training courses become overdue on the last day of the month unless course curriculum dictates otherwise.

4.2.5.1.3. Manage unit's upgrade training program. **(T-2)**

4.2.5.1.4. Establish a consolidated task coverage file to show the work center responsible for performing each Career Field Education and Training Plan task. Verify a training capability exists for each technical task performed. **(T-2)**

4.2.5.1.4.1. **(Added-AFGSC)** Submit CFETP/myTraining changes to AFGSC/A4B **AFGSC.A4BP.ICBMPOLICYTEAM@us.af.mil**.

4.2.5.1.5. Serve as the focal point for obtaining and scheduling missile maintenance related training quotas for courses conducted by outside agencies (on- or off-base). Use the AF 3933, *MAJCOM Mission Training Request* to request special training needs. Submit special training need requests to AFGSC/A4 with courtesy copies to 377 TEG/CC. **(T-2)**

4.2.5.1.5.1. **(Added-AFGSC)** Submit special training need requests to AFGSC/A4B **AFGSC.A4BP.ICBMPOLICYTEAM@us.af.mil** with courtesy copies to 377 TEG/CC **377TEG.CC.org@us.af.mil**.

4.2.5.1.6. Manage assigned missile maintenance training programs. **(T-3)**

4.2.5.1.7. Ensure an RTT program is established and provide overall management of the program. **(T-2)**

4.2.5.1.8. Ensure unit trainers meet requirements per **paragraph 2.17**. **(T-1)**

4.2.5.2. Vehicle Issue and Control. Vehicle Issue and Control provides services in accordance with established PWS. Vehicle Issue and Control will:

4.2.5.2.1. Ensure maximum availability of safe, reliable, General Services Administration, general and special purpose vehicles, and cranes to meet mission requirements. **(T-2)**

4.2.5.2.2. Perform Vehicle Control Officer/NCO duties for the maintenance complex in accordance with AFI 24-302, *Vehicle Management*. **(T-2)**

4.2.5.2.3. Coordinate accomplishment of squadron vehicle inspections with base Logistics Readiness Squadron and General Services Administration. **(T-2)**

4.2.5.2.4. Submit all vehicle discrepancies and inspection and servicing requirements to base Logistics Readiness Squadron and General Services Administration. **(T-2)**

4.2.5.2.5. Maintain status of assigned vehicles using Integrated Maintenance Data System (IMDS) and report vehicle shortages to MMOC. **(T-2)**

4.2.5.3. Equipment Issue and Control. Equipment Issue and Control provides custodial accountability, issue, and recovery of assigned support equipment in accordance with established PWS. Equipment Issue and Control will:

4.2.5.3.1. Ensure maximum availability of serviceable equipment to meet mission requirements. **(T-2)**

4.2.5.3.2. Ensure equipment availability, status, inspections, calibrations, and discrepancies are accurately reflected in MIS and report equipment shortages to the MMOC. **(T-2)**

4.2.5.3.3. Use load lists as a load check sheet, maintenance team inventory check sheet, configuration control inventory and/or receipt. **(T-2)** Any item with multiple components will have a detailed inventory included with the item. **(T-2)**

4.2.5.3.4. Inspect each equipment load for completeness prior to and upon return from dispatch. **(T-2)** Document any abnormalities, evidence of misuse or loss of equipment on the IMDS inventory or receipt listings and update IMDS database, as required. **(T-2)**

4.2.5.3.5. Inspect and perform minor equipment repair and operator maintenance on owned TMDE. **(T-2)** Limit repair to the replacement of minor hardware and treatment of minor corrosion. **(T-2)** Process TMDE for calibration or repair through the Precision Measurement Equipment Laboratory. **(T-2)**

4.2.5.3.6. Process equipment for inspection or repair through maintenance processing. **(T-2)**

4.2.5.4. LF Refurbishment. The refurbishment contractor performs applicable LF refurbishment and refurbishment support of launch facilities to support FDE. All LF refurbishment will be performed in accordance with applicable technical data. **(T-1)**

4.2.5.5. Corrosion Control Services. Corrosion control performs inspections, preventive maintenance, documentation, and treatment to launch facilities, missile alert facilities, support equipment, and real property-installed equipment in accordance with applicable directives and established PWS. In addition to applicable directives, Corrosion Control Services must treat and paint all topside LF areas affected by launch blast damage and blast residue within 30-days post launch. **(T-3)**

4.2.5.6. Environmental Management. Environmental management serves as the unit liaison with BCE for identifying or resolving environmental compliance issues. They provide environmental services in accordance with established PWS.

**4.3. Technical Engineering Operating Locations.** Technical Engineering Operating Locations are established at all ICBM units, including the 377 TEG. Technical Engineers will not direct maintenance teams to use procedures that are not contained in T.O.s or CEMs. **(T-1)** Technical Engineering can direct task-qualified maintenance teams to obtain measurements from approved test points using approved test equipment while being referenced from T.O.s, CEMs, schematics or diagrams. Technical Engineers will:

4.3.1. Complete the specialized Technical Engineering Course. **(T-2)**

4.3.2. Assist in the resolution of abnormal weapon system faults and advise Air Force Nuclear Weapons Center (AFNWC) and AFGSC/A4 of abnormal faults which have a weapon system impact. **(T-2)** Technical Engineers are authorized to use the following in resolving faults:

4.3.2.1. All weapon system T.O.s including depot level T.O.s.

4.3.2.2. Special contractor data placed in the T.O. system with identifying T.O. numbers.

4.3.2.3. Depot instructions authorized for use by the appropriate Air Logistics Complex.

4.3.2.4. CEMs and as-built drawings.

4.3.2.5. Engineering data prepared or acquired by the Air Force in support of logistics and system support operation.

4.3.2.6. LF Activity Data and Inertial Performance Data.

4.3.3. Review data, conduct studies and develop changes required to improve the weapon system and coordinate findings with AFNWC and AFGSC/A4. **(T-2)** Coordinate real property/real property installed equipment configuration change requests through CES, AFNWC missile engineering divisions, and AFGSC/A4 for approval or disapproval. **(T-2)**

4.3.4. Direct all technical matters relating to the missile guidance set. Coordinate actions with AFNWC and the Boeing Guidance Repair Center as necessary. **(T-2)**

4.3.5. Maintain capability to perform maintenance per memorandum of agreement with host unit. **(T-3)**

4.3.6. Act as central point of contact for all maintenance activities involving System Engineering Level Evaluation & Correction Team and assist the team during all on-site activities. **(T-3)**

4.3.7. Attend EWO meeting as requested and provide EWO planning team members who can provide accurate equipment and personnel availability status, assist in developing generation plans, and commit resources. **(T-3)**

4.3.8. Publish a quarterly activity summary and forward copies to the applicable AFGSC Operations Directorate (AFGSC/A3), AFGSC/A4, AFMC Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration (AFMC/A4/10), AFNWC, MMIII Systems Directorate, (AFNWC/NM), AFNWC Engineering (AFNWC/EN), AFNWC System Engineering Level Evaluation and Correction Team (AFNWC/SELECT), 20 AF Operations Directorate (20AF/A3), 20 AF Logistics Directorate (20AF/A4), MXG/CCs, and the 377 TEG/CC. **(T-2)** Summary will include current status of all projects, synopsis of all significant or unusual problems encountered and a brief recap of dispatch activity during the period. **(T-2)**

4.3.9. Maintain qualification on ground, missile and nuclear safety requirements, security requirements, MPH procedures, critical component control, and other appropriate tasks. **(T-3)**

4.3.10. Serve as unit focal point for gaining approval for alternate or substitute equipment and new exempt power devices. **(T-2)** Submit requests through applicable MAJCOM logistics division per T.O. 21M-LGM30G-12. **(T-2)**

4.3.11. Approve Engineering Requests when delegated by Program Office. **(T-2)**

**4.4. Decentralized Materiel Support.** This agency is embedded within each MXG and 377 TEG to provide oversight of all supply related functions. Refer to AFI 23-101 for detailed responsibilities.

## Chapter 5

## MAINTENANCE PROGRAMS AND REQUIREMENTS.

**5.1. General.** This chapter outlines maintenance programs and processes required to effectively execute the ICBM mission. This chapter does not apply to cruise missile maintenance. This chapter applies to the 377 TEG except where noted.

**5.2. Maintenance Data Documentation.** These requirements outline maintenance data documentation. Refer to T.O. 00-20 series publications for specific procedures.

5.2.1. Document all weapon system, support equipment, and communication system discrepancies, including T.O. 21M-LGM30F-6 and missile-related CES discrepancies in the ICBM MIS and record in functional system of record. **(T-2)**

5.2.2. Refer to DAFI 21-103 for additional communications system discrepancy reporting requirements.

5.2.3. Do not delete invalid discrepancies from MIS unless entered in error. **(T-3)** If discrepancy was physically checked for validity, sign them off and indicate discrepancy was invalid without deleting.

**5.3. Debriefing Requirements.** Proper debriefing is critical to proper maintenance data collection and MIS database integrity. Debriefing actions will include:

5.3.1. Document all identified discrepancies in MIS, to include those corrected during the course of maintenance or "Find and Fix", however, do not document discrepancies that do not affect the life or operation of the system. **(T-2)** Consider form, fit, and function.

5.3.2. Reconcile all work orders completed, including those documented as corrected, assigned proper work unit and action taken codes. **(T-2)**

5.3.3. Initiate parts requests through MIS for discrepancies requiring parts. **(T-2)**

5.3.4. Return all unused parts to supply for disposition, or if the parts are still required, for storage. **(T-1)**

5.3.5. Verify all newly identified priority 1-4 write-ups annotated by MMOC are correct and parts are ordered. **(T-2)**

5.3.6. Turn in all LF and LCC worksheets into P&S. **(T-2)** This includes, but is not limited to, completed AFTO Forms 430, site inventories, and AFTO Forms 95 for items on **Table 3.1.** after installation on site.

5.3.7. Complete all maintenance data forms (e.g., AFTO 350*, Repairable Item Processing Tag*, DD Form 1577, *Unserviceable (Condemned) Tag - Materiel*) prior to turning in faulty equipment or other faulty items to the owning work center or supply. **(T-2)**

5.3.8. Debrief at the end of each shift or at dispatch completion. **(T-2)**

**5.4. Briefing Requirements.** A 7-level supervisor in the work center will provide face-to-face pre-dispatch/pre-task briefings that will include: **(T-2)**

5.4.1. A work package review to ensure inclusion of all workable discrepancies. **(T-3)**

5.4.2. Confirmation that teams have all T.O.s, tools, vehicles, equipment, chemicals, training materials, forms, tags, and parts. (as applicable) **(T-3)**

5.4.3. Current status of LF, MAF, and/or equipment. **(T-2)**

5.4.4. Review of task qualifications, licensing, issues affecting PRP, PRP status, currency of ancillary training, and security requirements, as applicable. **(T-0)**

5.4.5. Review of Two-Person Concept requirements, location of all No-Lone zones, location of critical components within the No-Lone zone, and emergency procedures. **(T-0)**

5.4.6. Review of proper technical data usage and pertinent technical data changes. **(T-1)**

5.4.7. Verify site access documentation (e.g., Restricted Area Badge, Entry Access List). **(T-3)**

5.4.8. Review approved routes of travel. **(T-2)**

5.4.9. Review sequence of tasks and fault flow. **(T-3)**

5.4.10. Ensure the team is aware of all simultaneous task actions and communication requirements and coordinates with work centers as necessary. **(T-3)**

5.4.11. Review of risk management information pertinent to the task or dispatch. **(T-2)**

5.4.12. Verification that team members were provided required crew rest in accordance with AFMAN 21-200 or governing directives. **(T-1)**

5.4.13. Review of the WRF for discrepancies that indicate the potential for atmosphere impacting conditions (e.g., environmental control system, make up air, and lower explosive limit sensor discrepancies) and make appropriate preparations. **(T-1)**

5.4.14. Ensure two technicians are task qualified prior to performing any task on critical components listed in MNCL (**https://members.lcmp.af.mil/mncl**), USAF Nuclear Certified Equipment and Software, and T.O. 21M-LGM30F-12-1, *Minuteman Nuclear Surety Procedures* for the WS133AM/B Weapon System. **(T-0) Note:** Ensure two designated technicians oversee contractors performing maintenance tasks on critical components. **(T-0)**

5.4.15. **(N/A 377 TEG)** Review Nuclear Maintenance Certification Tool to ensure members have current certifications in accordance with AFMAN 21-204. **(T-1)**

**5.5. Special Certification Roster.** The SCR is a management tool providing a listing of personnel appointed to perform and/or inspect work of a critical nature. Personnel are not authorized to perform the tasks in **Table 5.1** unless appointed on the SCR. ICBM units will manage the SCR as follows:

5.5.1. Use the AF Form 2426, *Training Request and Completion,* or MAJCOM-approved form to add or remove personnel to the SCR. **(T-2)**

5.5.2. Section OICs/NCOICs will review the individual's qualifications and recommend addition by routing the AF Form 2426 (and waiver request, if applicable) to the approval authority listed in **Table 5.1**. **(T-3)** For removal, the approval authority is the Section Chief, OIC, or NCOIC.

5.5.3. The DO/SEL recommends approval to the MXG/CC or 377 TEG/CC by signing the AF Form 2426, as applicable. **(T-3)**

5.5.4. The DO/SEL retains copies of approved waivers until no longer required (e.g., personnel upgrade). Additionally, retain copies of the approved AF Form 2426 until SCR addition in the MIS is complete. **(T-2)**

5.5.5. Route AF Form 2426 with final approval to the MTS (TMS at 377 TEG) to load or remove the approved course codes against the individual in MIS. **(T-3)**

**Table 5.1. Special Certification Roster Requirements.**

| ITEM | Mandatory SCR Item Titles | Prerequisites | Approval |
|---|---|---|---|
| 1 | Clear Red-X by Primary Air Force Specialty Code (AFSC) | Minimum SSgt (or civilian equivalent) with a 7-skill level (Note 1) | DO/SEL (MXG/CC or 377 TEG/CC must approve personnel that do not meet prerequisites) |
| 2 | Certify NRTS and Serviceable Tags | | |
| 3 | In-Process Inspection by Primary AFSC | | |
| 4 | Limited Calibration Approval | Minimum 7-skill level (or civilian equivalent)<br><br>Completion of Calibration Limitation Approval Training program | DO/SEL |
| 5 | Red-X Downgrade | MSgt or higher (or civilian equivalent) | MXG/CC (or 377 TEG/CC) |
| 6 | MICAP Approval | | |
| 7 | Cannibalization Authority | DO/SEL (Note 2) | |
| 8 | Clear Red-X (Lost Tool) | DO/SEL | |

**Notes:**
1. May be waived by MXG/CC or 377 TEG/CC.
2. The MXG/CC will be the only cannibalization authority for L-Cat launch facilities and does not need to be included on the SCR. **(T-3)**

**5.6. Major Maintenance Procedures.** Major maintenance is any activity that requires aerospace vehicle equipment maintenance within the launch tube with the launcher closure door open.

5.6.1. When performing major maintenance during holiday, weekend, or nighttime hours, the unit will verify adequate on-duty support agencies are immediately available, as well as applicable AFGSC/A4, Depot and contractor support personnel. **(T-2)**

5.6.2. A site supervisor will oversee all weekend, holiday, or nighttime major maintenance. **(T-3)**

5.6.3. The MXG/CC (or 377 TEG/CC) may extend major maintenance activities into hours of darkness in order to complete an in-progress task.

**Table 5.2. (N/A 377 TEG) ICBM Launcher Equipment Room Penetrated Time-Related Maintenance Restrictions.** This table establishes ICBM on-site time related maintenance restrictions.

| Rule | Time Period | Types of Maintenance Permitted |
|---|---|---|
| 1 | Daylight hours<br>(See Notes 1, 3, 4, 5, 6, and 7) | All |
| 2 | Hours of darkness<br>RS Installed<br>(See Notes 2, 3, 4, 5, 6, and 7) | All priority 1-4 discrepancies |
| 3 | Hours of darkness<br>No RS Installed<br>(See Note 3) | All priorities, to include the off-base training LF. |

**Notes:**
1. MXG/CC will approve holiday or weekend major maintenance on a case-by-case basis. **(T-3)**
2. MW/CC will approve all nighttime major maintenance on a case-by-case basis (except as noted in Note 5. **(T-1)**
3. Daylight is the period of time 30 minutes before local area official sunrise until 30 minutes after local area official sunset.
4. At LFs with RS installed, priority 3 periodic maintenance requiring launcher equipment room penetration should only be initiated during normal daylight hours.
5. **Exception:** Nighttime major maintenance may be accomplished to complete maintenance in progress that runs over into hours of darkness if approved by the MXG/CC or higher.
6. Maintenance requiring the site to be penetrated after official sunset or before official sunrise must be approved by the MXG/CC or higher. **(T-1)** This approval may be pre-coordinated.
7. If the Personal Alarm System becomes inoperable while on site, maintenance will not be delayed while waiting for replacement.

**Table 5.3. (377 TEG) ICBM On-Site, Time-Related Maintenance Restrictions.**

| Rule | Time Period | Types of Maintenance Permitted |
|---|---|---|
| 1 | Daylight hours | All (See Note 1, 2, and 4) |
| 2 | Hours of darkness | All priorities<br>Major maintenance is not permitted<br>(See Notes 2, 3, and 4) |

**Notes:**
1. 377 TEG/CC will approve holiday or weekend major maintenance on a case-by-case basis. **(T-3)**
2. Daylight is the period of time 30 minutes before local area official sunrise or 0700, whichever is earlier, until 30 minutes after local area official sunset or 1900, whichever is later.
3. **Exceptions:**
   - Launch contingency support.
   - Refurbishment activities to support an accelerated launch schedule.
   - AFGSC may direct additional exceptions.
4. Nighttime major maintenance may be accomplished to complete maintenance in progress that runs over into hours of darkness.

**5.7. (N/A 377 TEG) Standby Procedures.** Standby teams must be available to respond to priority 1 maintenance, 24 hours per day, 7 days per week. **(T-2)**

5.7.1. Units will establish a minimum standby of two teams per day capable of responding to priority 1 maintenance. **(T-2)**

5.7.2. MMOC and Production Superintendent will coordinate to dispatch these teams on all priority 1 maintenance requirements. **(T-2)** If teams are used for other maintenance, plan for teams to work lower priority maintenance that can be easily stopped if priority 1 maintenance is required.

**5.8. Stop-Use Procedures.** When equipment or vehicle conditions are discovered that pose significant risk to personal injury or equipment damage, units may direct stop-use until investigated and resolved. MAJCOMs will publish procedural guidance. **(T-1)**

5.8.1. **(Added-AFGSC)** Coordinate actions with AFGSC/SEW and Wing Safety Manager (WSM) for Stop-Use involving Nuclear Certified Equipment (NCE) IAW DAFI 63-125, *Nuclear Certification Program* and DAFI 63-125_AFGSCSUP.

5.8.2. **(Added-AFGSC)** Stop-Use Authority. Minimum level of authority to issue a stop-use direction is the Group Commander for all support equipment/vehicle within the organization.

5.8.3. **(Added-AFGSC)** AFGSC units will immediately notify JNOC, MMOC, 20 AF/A4 and AFGSC/A4B by the most expeditious means possible (e.g., telephone or e-mail) when issuing stop-use direction for support equipment/vehicles. Notifications will include:

5.8.3.1. **(Added-AFGSC)** Reason for stop-use direction.

5.8.3.2. **(Added-AFGSC)** Immediate actions taken to ensure safety of personnel and assets.

5.8.3.3. **(Added-AFGSC)** Impact to current operations (both training and contingency related).

5.8.4. **(Added-AFGSC)** AFGSC/A4B Responsibilities. Upon notification, AFGSC/A4B will:

5.8.4.1. **(Added-AFGSC)** Determine impact to overall operational capability.

5.8.4.2. **(Added-AFGSC)** Inform other MAJCOMs as necessary.

5.8.4.3. **(Added-AFGSC)** Coordinate necessary corrective actions with appropriate agencies.

5.8.5. **(Added-AFGSC)** Procedures for Resuming Operations:

5.8.5.1. **(Added-AFGSC)** AFGSC/A4B, in conjunction with AFGSC/SEW, 20 AF/A4, 377 TEG/CC, and the SPO will investigate and determine the appropriate recommended course of action (e.g., immediate or urgent action Time Compliance Technical Order (TCTO), one-time-inspection).

5.8.5.1.1. **(Added-AFGSC)** If the investigation determines no action is required (no danger or deficiency exists), AFGSC/A4B will issue formal guidance releasing support equipment/vehicles from stop-use order.

5.8.5.1.2. **(Added-AFGSC)** If the investigation determines a deficiency exists, AFGSC/A4B will coordinate publication of appropriate TCTO or one-time inspection IAW 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures* and 00-5-15 *Air Force Time Compliance Technical Order Process*, series technical orders.

5.8.5.1.3. **(Added-AFGSC)** If the corrective action is published as an immediate action TCTO or other certified repair data, individual support equipment/vehicle compliance constitutes the items return to service.

**5.9. Calibration Limitation Approval Certification Program.** A limited TMDE calibration could seriously impact mission capability of weapon systems. All units will have a comprehensive training program to ensure authorized personnel can interpret TMDE calibration limitations to the specified requirement of the applicable weapon system. **(T-1)**

5.9.1. Personnel will be trained and certified on limited calibration approval requirements prior to placement on the SCR and annually thereafter. **(T-1)** Do not remove personnel from SCR unless annual training exceeds 90 days overdue. **(T-1)**

5.9.2. 377 TEG/CC or MXG/CCs may designate contractors in writing to authorize calibration limitations.

**5.10. (Added-AFGSC) Materiel Management.**

5.10.1. **(Added-AFGSC)** Bench stock requirements for dispatching work centers will be established and managed in DMS with the exceptions of FMS bench stock **(N/A 377 TEG),** IAW DAFI 23-101 and DAFMAN 23-122.

5.10.2. **(Added-AFGSC)(N/A 377 TEG)** An independent rolling bench stock program will be established/maintained for each PMT van, Missile COMM, SST, and HICS IAW DAFI 23-101, DAFI 21-101 and DAFMAN 23-122.

5.10.3. **(Added-AFGSC)** XB3 assets with demands that fall outside the criteria for bench stock will be approved by the LRS Operations Officer for management on DMS Supply Point.

5.10.4. **(Added-AFGSC)** Initiate all weapon system and support equipment parts requests through MIS with assistance from DMS and Logistics Readiness Squadron Materiel Management Flight as needed IAW DAFI 23-101.

5.10.5. **(Added-AFGSC)** Initiate part request through MIS for stock listed items. Order only those parts listed in the Illustrated Parts Breakdown technical order. Initiate part requests for non-stock listed items with Form 1348-6 through DMS.

5.10.6. **(Added-AFGSC)** Work centers will coordinate with DMS to turn in uninstalled parts upon next duty day.

**5.11. (Added-AFGSC) Field Testing.** The field testing ensures proposals to conduct tests at an operational MW is properly coordinated with applicable agencies.

5.11.1. **(Added-AFGSC)** Test proposal, to include all necessary supporting information, will be routed to 20 AF/A4/SEW (Safety) for coordination.

5.11.2. **(Added-AFGSC)** 20 AF will route recommendations to AFGSC/A4B/SEW for approval.

5.11.3. **(Added-AFGSC)** If field testing is approved, AFGSC/A4B provides appropriate notification and implementing authority.

5.11.4. **(Added-AFGSC)** Coordinate any decision to stop, suspend, or resume testing with AFGSC/A4B/SEW and 20 AF/A4/SEW.

5.11.5. **(Added-AFGSC)** Forward progress reports and field test results to AFGSC/A4B/SEW for final evaluation.

5.11.6. **(Added-AFGSC)** Include information copies to 20 AF/A4. Address each specific objective and assess attainment of that objective in quantifiable terms.

**5.12. (Added-AFGSC) Reconciliation Process.** The reconciliation process ensures workload requirements documented in MIS are accurate and complete.

5.12.1. **(Added-AFGSC)** Work orders in MIS require 100% reconciliation quarterly.

5.12.1.1. **(Added-AFGSC)** Validate correct defer code is used against the work order IAW 00-20-1, i.e., AWM, AWP (if parts are backordered).

5.12.1.2. **(Added-AFGSC)** Validate backordered parts are at the correct Urgency Justification Code and supply priority against the work order symbol, equipment identification availability status, MMIII MESL on NMC2, AFH23-123V1, *Materiel Management Handbook Volume One, Materiel Management Reference Information* and, DAFI 21-103.

5.12.1.3. **(Added-AFGSC)** Validate completed workorders do not have any backordered parts. If backordered parts are identified, coordinate with DMS or LRS Customer Service to cancel them.

5.12.2. **(Added-AFGSC)** Conduct reconciliation meetings to ensure 100% WRF review.

5.12.2.1. **(Added-AFGSC)** WRF will be reviewed monthly to identify incorrect documentation trends and provide reports to the Production Superintendents.

5.12.2.2. **(Added-AFGSC)** Submit a Memorandum documenting reconciliation of the WRF to MMXS/CC and MXS/CC. Memorandum will include a list of discrepancies not corrected by work centers. MMXS/CC and MXS/CC will endorse/provide work centers corrective action plans to MXG/CC and WOC Director.

**5.13. (Added-AFGSC) Annual Scheduling and Planning Conference (ASPC).** The conference ensures scheduling coordination among critical stakeholders to meet pre-established requirements.

5.13.1. **(Added-AFGSC)** AFGSC/A4B will:

5.13.1.1. **(Added-AFGSC)** Chair the ASPC with 20AF to deconflict external stakeholders' concerns.

5.13.1.2. **(Added-AFGSC)** Approve a 5-year MMIII To Sentinel Transition Planning Fleet Management schedule maximizing Weapon System (WS) availability to support both USSTRATCOM requirements and Sentinel deployment.

5.13.1.3. **(Added-AFGSC)** Validate 5-year maintenance forecast includes current annual forecast, with subsequent years detailing known scheduled maintenance requirements.

5.13.1.4. **(Added-AFGSC)** Provide MAJCOM scheduled maintenance and program requirements to 20 AF, WOC, MXG, and MUNS.

5.13.1.5. **(Added-AFGSC)** The minimum AFGSC/A4B ASPC attendance will consist of representatives from the following: HQ AFGSC A4B/A4R/A4W, AFNWC, 20 AF/A4/A5, 90 WOC, 90 MUNS, 91 WOC, 705 MUNS, 341 WOC, 341 MUNS.

5.13.1.5.1. **(Added-AFGSC)** AFGSC/A4B will fund TDY costs for one WOC and one MUNS representative from each Missile Wing required to attend AFGSC/A4B ASPC.

5.13.1.6. **(Added-AFGSC)** Host the MAJCOM conference prior to AFGSC Program Objective Memorandum (POM) initial input suspense.

5.13.1.7. **(Added-AFGSC)** Published finalized plan to NMC2 no later than 30 days post ASPC.

5.13.1.8. **(Added-AFGSC)** Integrate all directorate schedules into the 5-year planning schedule no later than 1 Oct each year.

5.13.1.9. **(Added-AFGSC)** Ensure the ASPC representatives integrate all directorate provided schedules and requirements identified in the ICBM Integrated Deployment Guide hosted on NMC2.

5.13.1.10. **(Added-AFGSC)** Address deviations and change requests outside of the year of execution during the next MAJCOM ASPC.

5.13.2. **(Added-AFGSC)** 20 AF/A4 will:

5.13.2.1. **(Added-AFGSC)** Chair the 20 AF quarterly scheduling and planning conference and deconflict external stakeholders' concerns.

5.13.2.2. **(Added-AFGSC)** Ensure all WOCs and MUNs develop a 5-year MMIII to Sentinel Transition Planning Fleet Management schedule includes MW, MXG, MUNs, Programs and MAJCOM provided scheduled maintenance requirements.

5.13.2.3. **(Added-AFGSC)** Establish a quarterly Scheduling Planning Conference to analyze and readjust for any changes from the 5-year FY Maintenance Schedule developed during the MAJCOM ASPC.

5.13.2.4. **(Added-AFGSC)** The minimum 20 AF Scheduling Planning Conference attendance will consist of representatives from the following: HQ AFGSC A4B/A4W, AFNWC, 20 AF, 90 WOC, 90 MUNS, 91 WOC, 705 MUNS, 341 WOC, 341 MUNS.

5.13.2.5. **(Added-AFGSC)** Ensure to provide oversight and deconflict the ASPC schedule execution.

**5.14. (Added-AFGSC) Repeat/Recur Process.** The repeat/recur process ensures discrepancies documented in MIS identifies latent equipment failures or unidentified failure modes.

5.14.1. **(Added-AFGSC)** MMOC will:

5.14.2. **(Added-AFGSC)** Review site logs in NMC2 for repeat/recur system faults upon notification of a new discrepancy.

5.14.2.1. **(Added-AFGSC)** Document repeat system faults that occurred within 7 days following corrective action taken in MIS screen 76.

5.14.2.2. **(Added-AFGSC)** Document recur system faults that occurred after 7 days but, within 30 days following corrective action in MIS screen 76.

5.14.3. **(Added-AFGSC)** Expediters will:

5.14.3.1. **(Added-AFGSC)** Conduct daily analysis to determine if MMOC identified repeat/recur discrepancies can be attributed to components, training, and/or procedures.

5.14.3.2. **(Added-AFGSC)** Notify team chiefs of repeat/recur system faults associated with assigned work orders using IMDS screen 118.

5.14.4. **(Added-AFGSC)** AFGSC/A4B will:

5.14.4.1. **(Added-AFGSC)** Produce fleet wide repeat/recur metrics.

5.14.4.2. **(Added-AFGSC)** Develop in coordination with external stakeholders to address repeat/recur fault trends and corrective actions.

**5.15. (Added-AFGSC) Trend Analysis of Deficiency Report (DR) Process.**

5.15.1. **(Added-AFGSC)** DR Analysis will include identification of repeat NSNs and number of DRs submitted versus assets received. Informational DRs will be included as part of the analysis.

5.15.2. **(Added-AFGSC)** Complete trend analysis of submitted DRs and brief quarterly during the Supply Analysis Briefing.

**5.16. (Added-AFGSC) MAJCOM LF/LCC Battery Replacement Program.**

5.16.1. **(Added-AFGSC)** AFGSC/A4B will:

5.16.1.1. **(Added-AFGSC)** Order batteries annually at the beginning of the fiscal year to provide monthly battery shipments throughout the calendar year.

5.16.2. **(Added-AFGSC)** PREL sections will:

5.16.2.1. **(Added-AFGSC)** Upload monthly availability of emergency storage batteries on NMC2.

5.16.2.2. **(Added-AFGSC)** Notify AFGSC/A4B if additional batteries are required.

5.16.3. **(Added-AFGSC)** P&S will:

5.16.3.1. **(Added-AFGSC)** Implement and develop MAJCOM battery replacement schedules and age-out forecast.

5.16.3.2. **(Added-AFGSC)(N/A 377 TEG)** Manage the battery time change program to provide predictable planning, spare forecasting, and achievable workload leveling across the lifespan of all batteries installed in assigned LFs/LCCs.

5.16.3.3. **(Added-AFGSC)** Upload LF battery time change forecasts, battery levels, and AFTO Form 430 to NMC2.

5.16.3.4. **(Added-AFGSC)** Upload age-out forecasts to NMC2 and MIS.

5.16.3.5. **(Added-AFGSC)** Upload updated replacement schedules to NMC2 monthly.

**5.17. (Added-AFGSC) Higher Headquarters (HHQ) maintenance.**

5.17.1. **(Added-AFGSC)** AFNWC will submit life cycle management maintenance request on NMC2 HHQ Direct MNX (https://usaf.dps.mil/teams/11262/afgsc/AFGSC_HHQ_Directed_Maintenance/Forms/AllItems.aspx).

5.17.2. **(Added-AFGSC)** AFGSC/A4B will monitor and review all AFNWC maintenance requests daily. A4B will approve or reject requests. All NMC request require A4B Director or deputy director notification prior to completing review.

5.17.3. **(Added-AFGSC)** JNOC will monitor NMC2 HHQ Direct MNX in support of total force situational awareness.

5.17.4. **(Added-AFGSC)** 20 AF/A4 will monitor NMC2 HHQ Direct MNX in support of total force situational awareness.

5.17.5. **(Added-AFGSC)** MMOC will review NMC2 HHQ Directed MNX, acknowledge, and update MIS, FSR, and ICBM Daily Status page with approved HHQ maintenance.

5.17.6. **(Added-AFGSC)** P&S will review and schedule NMC2 HHQ Direct MNX.

**5.18. (Added-AFGSC) Unit Metric Package.** Provides AFGSC/A4 and 20 AF/A4 with the data required to build the Maintenance Performance Indicators (MPI).

5.18.1. **(Added-AFGSC)** AFGSC/A4 will:

5.18.1.1. **(Added-AFGSC)** Develop maintenance metrics and standards with the following indicators: Mission Capability Rate, Nuclear Capability Rate, Supply Rate, Maintenance Rate, Minimum Qualified Team Requirements, and Maintenance Scheduling Effectiveness Rate.

5.18.1.2. **(Added-AFGSC)** Develop NC3 maintenance metrics and standards with the following indicators: Operational Availability (AO), Mission Capability Rate, Supply Rate, Maintenance Rate, and Contract Logistical Support Rate.

5.18.2. **(Added-AFGSC)** MXG will:

5.18.2.1.**(Added-AFGSC)** Utilize training and templates for metrics posted on NMC2.

5.18.2.2. **(Added-AFGSC)** Conduct analysis monthly on repeat/recur report and document short- and long-term trends and document on metrics template.

5.18.2.3. **(Added-AFGSC)** Submit completed unit metric package on NMC2 by the 20th of every month for AFGSC/A4B to review and consolidate. Wing will include Maintenance Scheduling effectiveness high failure rate trend analysis on lowest subcomponent/part to identify the specific equipment/vehicle failure which resulted in a late or cancelled maintenance task/dispatch in the comment section.

5.18.2.4. **(Added-AFGSC)** Complete maintenance scheduling effectiveness IAW **Attachment 4** and submit to maintenance analysis section.

**5.19. (Added-AFGSC) Sentinel Transition.**

5.19.1. **(Added-AFGSC)** 20 AF will:

5.19.1.1. **(Added-AFGSC)** Finalize unit Sentinel transition forecast NLT 1 Apr.

5.19.1.2. **(Added-AFGSC)** Coordinate finalized unit Sentinel transition forecast and change request with AFGSC/A4B prior to posting on NMC2.

5.19.2. **(Added-AFGSC)** P&S will:

5.19.2.1. **(Added-AFGSC)** Complete an annual review of the 5-year MMIII sustainment and Sentinel transition schedule NLT one month prior to the ASPC, in coordination with AFGSC, 20 AF, all Missile Wings, and munition squadrons. **Note:** The induct date is defined as the first day the PIO will sell off the LF/LCC to the contractor.

5.19.2.1.1. **(Added-AFGSC)** The 5-year forecast will include the following:

5.19.2.1.1.1. **(Added-AFGSC)** Applicable sites to include start dates and completion dates.

5.19.2.1.1.2. **(Added-AFGSC)** MMIII LF/LCC EPDM start and stop dates.

5.19.2.1.1.3. **(Added-AFGSC)** SELM Test dates HSEP Testing.

5.19.2.1.1.4. **(Added-AFGSC)** Reposture and Deposture.

5.19.2.2. **(Added-AFGSC)** Develop the 5-year forecast to include the following the considerations:

5.19.2.2.1. **(Added-AFGSC)** AFGSC planning factors IAW ICBM Integrated Deployment Guide located on NMC2.

5.19.2.2.2. **(Added-AFGSC)** Save list completion requirements.

5.19.2.2.3. **(Added-AFGSC)** AVE removal requirements.

5.19.2.2.4. **(Added-AFGSC)** Contractor induct dates.

5.19.2.3. **(Added-AFGSC)** Submit Sentinel transition schedule to 20 AF for approval.

5.19.2.4. **(Added-AFGSC)** Request changes to the 5-year MMIII sustainment and Sentinel transition schedule on NMC2.

5.19.2.5. **(Added-AFGSC)** Lead a pre-Sentinel transition meeting 60 days prior to site induction. Pre-Sentinel transition meetings will include, at a minimum, unit PIO, Civil Engineering, OG (N/A LF), and P&S.

5.19.2.5.1. **(Added-AFGSC)** On-site Sentinel pre- and post-assessments will be conducted utilizing pre/post assessment documents located on NMC2.

5.19.2.5.2. **(Added-AFGSC)** On-site pre-assessment shall be accomplished after final government maintenance actions and prior to contractor turn over.

5.19.2.5.3. **(Added-AFGSC)** On-site post-assessment shall be accomplished during contractor and PIO buy back process.

5.19.2.6. **(Added-AFGSC)** Pre- and post-Sentinel transition Assessment Documents will be uploaded to NMC2 within 7 calendar days after site inspection completion.

5.19.2.7. **(Added-AFGSC)** Perform the initial MIS load for all Support Equipment, to include applicable inspections not already documented.

## Chapter 6

## TRAINING REQUIREMENTS.

**6.1. General.** Commanders are ultimately responsible for all maintenance training within their units. MTS is the single point of contact for maintenance training management. The UTTM is the single point of contact for maintenance training management within the 576 Flight Test Sqd, 377 TEG, and the 377 Flight Test Missile Maintenance Sqd.

**6.2. Ancillary Training Requirements.** See **Attachment 2** for specific ancillary training courses and requirements. Ready Airman Training requirements will be completed on a cycle not to exceed 24 months. **(T-2)**

**6.3. Five Skill-Level Upgrade Training Program.** New technicians assigned to work centers will be entered into a phased training program. **(T-2)**

6.3.1. Phase I consists of all required ancillary training, vehicle qualifications, and enrollment in the applicable Career Development Course. Technicians will be entered in Phase I training upon arrival, after First Term Airman's Center orientation. **(T-2)** The goal for new maintenance personnel is to complete Phase I training in no more than 60 days.

6.3.2. Phase II Continuation Training consists of hands-on qualification training. **(T-2)** Personnel enter Phase II immediately following completion of Phase I training. For FTD-trained work center personnel, the goal is for new maintenance personnel to begin journeyman training no later than 6 months after arrival on station.

6.3.3. The owning work center will load master task lists for technicians in the training management system and assign instructors or trainers as required. **(T-3)**

**6.4. Recurring Technical Training.** The applicable OIC/NCOIC will ensure RTT program is established for all qualified technicians in accordance with this manual. **(T-2)** The unit Commander may direct training to correct trends or address specific issues identified through QA evaluations outside the RTT program.

6.4.1. RTT will be conducted on a semi-annual basis by a qualified instructor or trainer. **(T-2)** Applicable work center trainers, QA, and FTD Instructors conducting RTT are exempt from this requirement.

6.4.2. Technicians will be entered in the RTT program when they are eligible for quarterly proficiency evaluations in accordance with AFMAN 21-200. **(T-2)**

6.4.3. Applicable QA, FTD instructors, work center trainers, and production work center supervision will meet to determine the task(s) to be trained. The production work center supervision will make the final task selection. **(T-3)** Tasks may be tailored to a specific technician, team, or applied across a work center.

6.4.4. Training sessions, including student man-hours, will be documented in MIS. **(T-2)**

6.4.5. **(ICBM) (N/A 377 TEG)** FTD will accomplish RTT for EMT, FMS and MMT sections, as requested through MTS. **(T-2)**

**6.5. Special Qualification Training.** The OIC/NCOIC may request special qualification training based on upcoming requirements (e.g., EWO generation, Simulated Electronic Launch

Minuteman, Hardness Surveillance Evaluation Program, Code Change). Special qualification training requests will be submitted through MTS. **(T-3)**

**6.6. Training Requirements.** The following requirements are outlined for any personnel who conduct training:

6.6.1. Training may be conducted on serviceable support equipment or weapon system components to meet work center training needs.

6.6.2. All nuclear maintenance training will be conducted in accordance with AFMAN 21-204. **(T-0)**

6.6.3. Only certified technicians will perform tasks with WR assets in accordance with AFMAN 21-204. **(T-0)**

6.6.4. Do not insert faults in operational ALCMs, LFs, MAFs, LCEBs, or LCCs or degrade status. **(T-1) Note (ICBM):** Faults may be inserted in designated off-base trainers provided proper site configuration can be verified at completion of training dispatch. **(377 TEG)** LFs and Launch Support Centers are considered operational after launch capability tests have been accomplished. MAFs are considered operational after configuration for a test launch. Faults will not be inserted on MAF- 01A without 377 TEG/CC approval. **(T-3)**

6.6.5. Ensure MIS reflects current site, trainer, or equipment configuration. **(T-1)**

6.6.6. Faults may be inserted in support equipment or weapon system subcomponents not installed on an operational ALCMs, LFs, MAFs, LCEBs, or LCCs provided proper configuration can be verified at completion of training. Coordinate configuration changes with appropriate agencies.

6.6.7. Comply with briefing and debriefing requirements and the “Find and Fix” philosophy. **(T-3)**

6.6.8. **(Added-AFGSC)**(ICBM) All MXG trained technical tasks will be conducted by a certified trainer.

6.6.9. **(Added-AFGSC)**(ICBM) Trainers will utilize approved local lesson plans and MAJCOM approved task breakdowns while training technical tasks.

**6.7. (ICBM) Training Systems and Devices.** Maintenance training systems and training devices are maintained through a contract. For training systems and training devices not governed by a contract, see **paragraph 2.17.5**. This applies to both FTD instructors and work-center trainers.

**6.8. (ICBM) Scheduling Maintenance Training.** This section outlines requirements for scheduling FTD maintenance training.

6.8.1. Annual Training Forecast. The FTD Annual Training Forecast is the primary scheduling vehicle for scheduling EMT, MMT, and FMS journeyman courses. To build the annual training forecast the FTD and MTS will conduct an annual training forecast meeting and publish the training forecast in accordance with **paragraph 6.8.1.2**. **(T-2)**

6.8.1.1. Annual Training Forecast Meeting. The MTS and FTD will conduct an annual training forecast meeting no later than 31 July to govern the next fiscal year. **(T-2)** At this meeting, the FTD and MTS will:

6.8.1.1.1. Review previous year's annual forecast and discuss issues with meeting requirements. **(T-3)**

6.8.1.1.2. Establish the number of courses required to meet the fiscal year demand as published in the MMCL. **(T-2)**

6.8.1.1.3. Plan and project each course start, and completion date based on FTD course control documents. **(T-2)**

6.8.1.2. The MXG/CC, MTS Superintendent, and FTD SEL will review and approve the annual training forecast, ensuring the forecast is published no later than 1 September and uploaded to the AFGSC Maintenance Training Sharepoint. **(T-2)** Changes to the forecast after publishing will require the schedule to be reviewed and approved again.

6.8.2. Monthly Training Scheduling Meeting. The monthly training scheduling meeting is used to project personnel into FTD courses, address issues with supporting the annual training forecast and other training initiatives for the following month. The MTS Superintendent will:

6.8.2.1. Conduct the meeting by the 10th duty day of each month. **(T-3)**

6.8.2.2. Ensure, at a minimum, the meeting attendees:

6.8.2.2.1. Identify/review forecasted personnel to attend courses projected in the annual training forecast for courses starting within 90 days. **(T-2)**

6.8.2.2.2. Review the previous month's training deviations and track solutions to completion. **(T-3)**

6.8.2.2.3. Forecast courses and project personnel for other FTD training requirements (e.g., driver's training, special qualification training, etc.) using the DAF Form 898 in accordance with AFI 36-2650. **(T-1)**

6.8.2.3. Publish and file meeting minutes and provide copies to all attendees. **(T-3)**

6.8.3. **(ICBM) MAJCOM Mandatory Courses**

6.8.3.1. The MAJCOM Mandatory Course List (MMCL) identifies mandatory maintenance training requirements for ICBM missile field technicians and maintenance support personnel.

6.8.3.2. The MMCL is developed by AFGSC/A4B annually and coordinated through 373 Training Squadron and ICBM units to determine the minimum number of training slots required based on fiscal year demand and maximum throughput considering available manpower and resources. **(T-2)** The MMCL will be finalized and published to the AFGSC Maintenance Training SharePoint NLT 31 July of each year. **(T-2)**

6.8.3.3. MMCL courses for maintenance technicians will be identified and loaded into IMDS during in-processing with an appropriate course status and future date (a maximum of 180 days). **(T-2)**

6.8.3.4. MMCL requirements will be listed as a priority course on the AF Form 898. **(T-2)**

6.8.3.5. ICBM units will provide the minimum required amount of students annually as identified on the MMCL. **(T-2)**

6.8.3.6. If annual MMCL requirements are not met, the deviating agency will coordinate a deviation MFR through the MXG/CC to 373 Training Squadron and uploaded to the AFGSC Maintenance Training SharePoint. **(T-2)** Multiple course deviations may be listed on one MFR, provided proper justification is given for each deviation. The MFR template is maintained on the AFGSC Maintenance Training SharePoint.

6.8.3.6.1. The ICBM unit is the deviating agency if the required number of students was available but not provided for each MMCL course. The ICBM unit is not required to complete a deviation MFR if the course backlog is 0 and they did not have the required amount of inbound technicians to support MMCL requirements.

6.8.3.6.2. The 373rd Training Detachment is the deviating agency if the required number of students are provided by the ICBM unit, but the FTD could not support the request for the course.

6.8.3.6.3. Day-to-day course deviations will be input on the AFGSC/A4B managed deviation tracker as they occur. **(T-2)**

**6.9. (Added-AFGSC)(ICBM) On the Job Training (OJT) Program for FTD-trained work centers.** The FTDs will be utilized to the maximum extent possible. The following guidelines may be applied to expedite training as deemed necessary by FTD-trained work centers.

6.9.1. **(Added-AFGSC)**(ICBM) OJT for FTD-trained work centers (EMT, FMS, and MMT) will only be used for the following situations:

6.9.1.1. **(Added-AFGSC)**(ICBM) The technicians to be trained have previously graduated a 2M0XX FTD journeyman course but did not receive task qualifications.

6.9.1.2. **(Added-AFGSC)**(ICBM) The technicians to be trained are a previously qualified 2M0XX 5-level or 2M0XX 7-level from another work center or installation.

6.9.2. **(Added-AFGSC)**(ICBM) OJT will not be conducted for any certified task or tasks identified IAW **paragraph 1.8**.

6.9.3. **(Added-AFGSC)**(ICBM) OJT will be conducted by trainers that meet all trainer requirements IAW **paragraph 2.17**.

6.9.3.1. **(Added-AFGSC)**(ICBM) OJT trainers will utilize approved local lesson plans and MAJCOM approved task breakdowns while training technical tasks.

**6.10. (Added-AFGSC)(ICBM) Lesson Plans and Task Breakdowns.** All lesson plans and task breakdowns will be maintained on NMC2 and reviewed by the appropriate trainers and production work center supervisors every 18 months.

6.10.1. **(Added-AFGSC)**(ICBM) AFGSC/A4B will:

6.10.1.1. **(Added-AFGSC)**(ICBM) Develop and maintain MAJCOM Centrally Managed lesson plans and task breakdowns for all technical tasks.

6.10.1.2. **(Added-AFGSC)**(ICBM) Coordinate MAJCOM Centrally Managed lesson plans and task breakdowns with 20 AF and units prior to posting on NMC2.

6.10.2. **(Added-AFGSC)**(ICBM) Units will upload locally developed lesson plans and task breakdowns to NMC2.

6.10.3. **(Added-AFGSC)**(ICBM) Submit inquiries regarding centrally managed lesson plans and task breakdowns to AFGSC/A4B.

6.10.4. **(Added-AFGSC)**(ICBM) Lesson plans and task breakdown reviews become overdue on the last day of the due month. Overdue lesson plan or task breakdown will not be used to conduct training.

6.10.5. **(Added-AFGSC)**(ICBM) To ensure continuity between trainers, verify the following items are included in each lesson plan or task breakdown:

6.10.5.1. **(Added-AFGSC)**(ICBM) A list of specific items the trainer will train to meet the objective and sub-objective.

6.10.5.2. **(Added-AFGSC)**(ICBM) Incorporate information to clarify procedures and provide recommended maintenance practices.

## Chapter 7

## HICS MAINTENANCE AND SUSTAINMENT.

**7.1. Introduction.** This chapter outlined requirements for Cable Affairs Officers to manage HICS maintenance and surveillance. CAO responsibilities are outlined **Chapter 2**.

**7.2. HICS ROW Crossings.** The CAO ensures the HICS is not endangered by ROW crossings. Crossings are classified according to whether or not the government has superior easement rights.

7.2.1. Crossings without Government Superior Easement Rights (Lesser). Required actions depend on whether HICS lowering, or relocation is required due to the crossing activity.

7.2.1.1. If no cable lowering or relocating is required, the CAO must advise the crossing agency that the CAO must be notified 72 hours before work begins and crossing work must be restricted to coordinated locations. Intentionally severing, willful or malicious interference, or obstruction to the HICS is a criminal offense and may result in fines or imprisonment according to Title 18, United States Code, Section 1362, *Destruction of Government Property -- Malicious Mischief -- Communication Lines, Stations, or Systems.* **(T-0)**

7.2.1.2. The CAO must schedule teams to locate and stake the cable in the crossing area and monitor the crossing work. **(T-1)**

7.2.1.3. If cable lowering or relocating is required, it must be accomplished at government expense. **(T-1)** The CAO will seek assistance from HICS personnel, BCE, and contract support (in that order). **(T-3)**

7.2.2. Crossings with Government Superior Easement Rights. Before any agency is permitted to cross the HICS, that agency must ask for consent-to-cross. The agency must agree to the reimbursement procedures, when applicable, before the crossing can begin. **(T-1)** CAOs can grant conditional crossing consent if no problems are encountered and crossing restrictions are observed. Consent-to-cross notification, reimbursement, issuance, and follow-on procedures are outlined below:

7.2.2.1. Consent-to Cross Notification. The CAO must advise the crossing agency, by letter, that they cannot cross the ROW where the USAF has the superior easement except in a manner not involving physical or electronic interference with the cable. They must also provide details of their planned activity so the CAO can determine whether cable lowering, or relocation is required, and any requirement to relocate the cable to preclude interference from crossing agency's crossings will be done by the USAF at the crossing agency's expense. Reimbursement procedures must be included in the letter. **(T-1)**

7.2.2.2. Consent-to-Cross Reimbursement. Where the USAF has superior in rights and must lower or relocate the HICS cable due to the crossing agency's activity, the crossing agency must reimburse the USAF. **(T-1)** In these cases, the reimbursement procedures in DAFI 65-601 Volume 1, *Budget Guidance and Procedures*, apply. The CAO must:

7.2.2.2.1. Provide reimbursement details to the crossing agency explaining they must pre-deposit sufficient funds to cover the cost, payable to the local Defense Accounting Office (DAO). **(T-1)** Also, advise the party that they must pay any claims filed as a result of activity associated with the crossing.

7.2.2.2.2. Provide a cost estimate to the crossing agency, containing at a minimum, the military and/or civilian man-hours (by grade), material required (standard cost), commercial equipment required (number of hours, type), travel, and engineering costs. **(T-1)**

7.2.2.2.3. Ensure the cost estimate letter clearly states that the crossing agency must provide additional pre-deposits if actual expenditures exceed the estimate. Pre-deposit must be made before work commences. **(T-1)**

7.2.2.3. Consent-to-Cross Issuance. When the crossing agency has agreed to the reimbursement procedures, the CAO will notify the BCE Real Estate Office by letter of the specific easements involved and a request for that office to issue a consent-to-cross to the crossing agency with at least the following provisions stated **(T-1)**:

7.2.2.3.1. Crossing criteria.

7.2.2.3.2. Reimbursement details, as provided by CAO (when applicable).

7.2.2.3.3. A statement that any USAF work (lowering or relocation) must be complete before the crossing agency crosses the easement.

7.2.2.3.4. The requirement for the crossing agency to notify the CAO at least 48 hours in advance of their crossing.

7.2.2.3.5. Liability for damages.

7.2.2.3.6. If the USAF relocates the cable, the crossing agency must purchase, in the name of the USAF, any additional ROW needed. At no time will the USAF relinquish its superior easement rights to facilitate highway or utility construction. **(T-1)** Purchase of additional ROW in the name of the USAF must include the necessary environmental analysis required by AFI 32-9003. **(T-0)**

7.2.2.4. Follow-on actions. Record day-to-day expenditures associated with the project. **(T-1)** Coordinate with base DAO to ensure funds are available for project completion. In no case may expenditures continue prior to availability of funds to cover the expenses. **(T- 2)**

7.2.2.4.1. Forward requests for additional pre-deposits, as necessary, to the crossing agency with an information copy to the base DAO.

7.2.2.4.2. Compute the total project cost after completion. The final cost accounting must substantiate the transfer of funds from the applicable deposit fund account in order to cover the cost of general accounting and finance, civilian pay, standard cost of material consumed, commercial equipment use charged as billed and travel costs. **(T-2)**

7.2.2.4.3. Forward a copy of the final computation to crossing agency and the base DAO for final resolution of the pre-deposit fund. **(T-2)**

7.2.2.4.4. Retain a copy of the final reimbursement computation and all supporting documentation. Obtain copies of collection and disbursement documentation from the base DAO. **(T-1) Note:** Process reimbursements in a similar manner if the crossing agency is another government agency other than the USAF. In this case, reimbursable expenses are limited to civilian pay, material, travel, and contractual services.

**7.3. HICS ROW.** Construction and Siting. In addition to requirements found in T.O. 21M-LGM30F-2-20-1, the following requirements apply:

7.3.1. The location of the HICS must be positively identified before work commences. **(T-1)**

7.3.2. Rerouting, relocating, or splicing in additional HICS should be made only as a last resort. **(T-3)**

7.3.3. When HICS relocating or lowering is unavoidable, to maintain separation criteria, 4 inches of select backfill must surround the cable. **(T-2)** Refer to T.O. 21M-LGM30F-2-20-1 for further protection requirements.

7.3.4. Blasting activities are permitted provided the cable is not at risk of sustaining physical damage. See T.O. 21M-LGM30F-2-20-1 for detailed technical guidance.

7.3.5. For underground power cables with a potential difference of greater than 2400 volts to ground, (e.g., Windfarm collection grid lines) increase the minimum separation to at least 24 inches from the cable with crossing angles at 90 degrees.

7.3.6. New utilities should be installed at a 90-degree crossing angle when possible.

7.3.7. Construction permits should not be issued for crossings within 50 feet of HICS splice locations.

7.3.8. Communications cables must have a minimum separation of 12 inches from the HICS. The minimum crossing angle is 30 degrees.

7.3.9. Pipelines must have a minimum separation of 12 inches from the HICS. **(T-2)** Although the crossing angle is not critical, a minimum angle of 30 degrees is desirable to lessen the possibility of damaging the HICS during the crossing.

7.3.10. Power cables must have a minimum separation of 18 inches from the HICS. The minimum crossing angle is 30 degrees. Underground power cables with a potential difference of 2400 volts to ground must have a metallic sheath. **(T-2)**

7.3.11. Highway and railroad crossing criteria are stated in applicable drawings. When more practical to leave the HICS in place, waivers of this criteria must be granted by AFGSC/A4C. **(T-2)**

7.3.12. Installation of aerial transmission line towers or poles will not be within 100 feet of the HICS, if possible. The separation, required to avoid HICS damage during tower or pole installation, may be waived at the discretion of the CAO. The electrical effect of 60 Hertz power transmission lines parallel to the HICS is negligible.

7.3.13. Dam and pond construction over the HICS will be avoided whenever possible. When unavoidable, the CAO must ensure no HICS splices remain in inundated areas.

# Chapter 8

## CRUISE MISSILE MAINTENANCE UNITS.

**8.1. Introduction.** This chapter identifies roles and responsibilities applicable to cruise missile maintenance management. This chapter does not apply to ICBMs or the 377 TEG. **Chapter 2**, **paragraph 2.22** contains cruise missile management responsibilities.

**8.2. Cruise Missile Maintenance Sections.** All cruise missile maintenance activities are aligned under a munitions squadron. The following sections comprise the cruise missile functions. **(2 MUNS)** Variances to this manual are expected IAW this unit's mission transition enabling compliance with MAJCOM guidance.

8.2.1. Missile Maintenance performs on- or off-equipment maintenance on assigned missile systems, missile-pylon or launcher interface electronics, interface test trainer, and associated support equipment.

8.2.2. Weapons Maintenance performs on- or off- equipment maintenance and inspection on assigned launch gear and equipment.

8.2.3. Weapons/Missile Support performs all supply functions, manages consolidated tool kits, TMDE, hazardous material programs, assigned support equipment, assigned vehicles, and a consolidated T.O. library.

8.2.4. **(2 MUNS)** Weapons Handling performs periodic and unscheduled maintenance, repairs, receives and ships assigned Pylon Loader Adapters (PLA)/Launcher Loader Adapters (LLA) and associated equipment. Additionally, this section can be tasked with weapons/missile handling tasks such as the breakout/restore of scheduled and unscheduled maintenance.

8.2.5. Verification and Checkout Equipment (VACE) performs periodic and unscheduled on- and off- equipment maintenance, repair, modification, and calibration of assigned electrical test equipment. Specifically, this section performs maintenance on locally assigned automated or semi-automated test equipment and provides field-level authorized general-application electrical maintenance support at the discretion of the flight chief.

8.2.6. Analysis. The Analysis section compiles and validates source data generated by maintenance activities, maintains historical documentation, performs trend analysis on systems affecting missile performance and compiles and disseminates analysis products as required. Missile Analysis will collect source data from the following and validate for accuracy and completeness. Analysis will: **Note:** If a test does not produce a printout, gather data required for analysis and missile performance.

8.2.6.1. Maintenance data documentation collected per T.O. 00-20-2. **(T-2)**

8.2.6.1.1. Electronic Systems Test Set test printouts (or digital equivalents) for Level I, Level II, Level III, Operational Flight Load, Loaded Pylon Test (LPT), Empty Pylon Test (EPT), Loaded Launcher Test (LLT), Empty Launcher Test (ELT), Inertial Navigation Element (INE) declassification, and INE auto-calibration. **(T-2)**

8.2.6.1.2. Missile, interface test trainer, launch gear, component, and test equipment historical records. **(T-2)**

8.2.6.1.3. Flight line Systems Interface Test (SIT) Flight Data Recording printout when used in place of LLT/LPT. **(T-2)**

8.2.6.2. In addition to maintaining and updating historical information for assigned missiles, interface test trainers, launch gear, components, and test equipment as required by T.O. 21M-AGM86- 6-1, *Technical Manual Inspection Requirements USAF Series AGM-86 Missiles*. Units will:

8.2.6.2.1. Track acceptance inspections, captive flight hours flown aboard aircraft, elapsed time indicator reading (if applicable), narrative for all installation and removal actions to include reason for installation or removal (failed test number & values if applicable) and employee number of individual performing actions. **(T-2)**

8.2.6.2.2. Historical records for engines and INEs are to remain with the missile or interface test trainer records while the component is installed. **(T-2)**

8.2.6.2.3. Missile or interface test trainer records will contain the part number and serial number of all serially controlled items listed in the applicable T.O. **(T-2)** Use of the printed parts tracked screen from MIS is acceptable.

8.2.6.2.4. For time change items not recorded in an automated maintenance data documentation reporting process, include the part number, serial number, lot number, date of manufacture and time change due date. **(T-2)** Additionally, the missile must have the fuel date annotated on the AFTO Form 95. **(T-2)**

8.2.6.2.5. Electronic Systems Test Set printouts must be maintained. **(T-2)** For each missile, maintain most recent Level I and Flight-Load printouts. For Pylon/Launcher maintain most recent empty printout. If package is loaded maintain most recent loaded Pylon/Launcher and Flight-Load printout in respective Pylon/Launcher folder. Printouts may be abbreviated as allowed by T.O.s, but must be maintained intact as printed or digital, if available and include Unit Under Test identification, serial number, test date, employee number of technician who performed the test and test result. If printouts are missing or not intact as printed, a memorandum from the flight commander/chief must accompany the test run in historical records. **(T-2)**

8.2.6.2.6. Inertial Navigation Element (INE) auto-calibration printouts must be maintained in each missile's respective record file for the most recent successful calibration. **(T-2)** If INE auto- calibration is performed while installed on a launcher or pylon, the original copy is kept with the launcher or pylon records and only as much of the Electronic Systems Test Set printout as required to fulfill the requirements of this paragraph must be copied for inclusion in the individual missile(s) records.

8.2.6.2.7. Auto-calibration dates for INEs received through supply will be derived from the INE AFTO Form 95 utilizing the Acceptance Test Procedure date. **(T-2)**

8.2.6.3. Annually, review automated and manual AFTO Form 95 records in accordance with T.O. 00-20-1. Validate MIS inventory and configuration control during this review. **(T-2)**

8.2.6.4. Develop tracking and documentation methods to be used when equipment, missiles, or launch gear remains assigned to your unit but is located at a deployed location. **(T-2)**

8.2.6.5. Provide the following tests to AFGSC/A4W on a monthly basis: **Note:** AFGSC/A4W will provide required information to ALCM SPO for analysis.

8.2.6.5.1. ELT/EPT. **(T-2)**

8.2.6.5.2. LLT/ LPT **(T-2)**

8.2.6.5.3. SIT/Missile Interface Test (MIT). **(T-2)**

8.2.6.5.4. Missile Level I, II tests. **(T-2)**

8.2.6.5.5. Component Level III tests. **(T-2)**

8.2.6.5.6. The record will identify if the test was a Type A test or a Type B test. **(T-2)** A Type A test confirms serviceability following scheduled maintenance or following upload of missiles. A Type B test confirms faults that occurred following upload on aircraft or during a LLT, LPT, SIT, MIT, or INE calibration.

8.2.6.5.7. The record will specify the root cause of all test failures and corrective actions taken. **(T-2)** If troubleshooting is ongoing, do not report failure data; carry over test failure results to the following month's report.

8.2.6.5.8. The record will identify if faults are inherent failures or induced failures. **(T-2)** An inherent failure is a confirmation of prior event failure or initial failure found during Level I or II missile tests, or ELT/EPT tests and the defective components is identified for repair or replacement. An induced failure is caused by personnel error, test hardware, test software, or failures induced by test equipment.

8.2.6.5.9. The record will identify if a retest passes or if SIT/MIT faults are not confirmed in the resulting Level I or ELT/EPT test. **(T-2)**

8.2.6.5.10. **(Added-AFGSC)** Provide test results to AFGSC.A4WN.CruiseMissile@us.af.mil monthly.

8.2.6.6. Develop and distribute the following analysis products:

8.2.6.6.1. Monthly Maintenance Summary Report. Build this report using data tracked in **paragraph 8.2.6.5**. This report must include the applicable items replaced, tests ran, test station used, and test # failures with corrective actions. **(T-2)** Additionally, engine status will be annotated to include number of serviceable on hand, number ready to turn in, and serial numbers of those removed and installed by tail number for the month. **(T-2)** Send report to the AFGSC/A4W no later than the 15th of the following month. **(T-2)**

8.2.6.6.2. Weekly Status Report. At a minimum, report must include the individual missile and launch gear inventory, status, inspections due, TCTO status, build-up (installed on launch gear), missile expenditure and gain/loss information, training missiles and the CNU-617/E container inventory. **(T-2)** Send this report to AFGSC/A4W no later than 1200hrs (central time) Thursday of each week. **(T-2)**

8.2.6.6.3. 6-Year Engine Replacement Forecast. In coordination with the Missile Maintenance Section, Missile Analysis will develop a 6-year engine replacement forecast to evenly distribute the engine shipment and overhaul workload. **(T-2)** Forecast will be updated annually and indicate a monthly replacement schedule for the

next fiscal year (including serial numbers) and annual requirements for subsequent 5-year period. **(T-2)** Submit annual forecasts to AFGSC/A4W by 15 Jan. **(T-2)**

8.2.6.6.4. 10-Year Pyrotechnic Device Replacement Forecast. In coordination with Missile Maintenance Section, develop and maintain a 10-year rolling pyrotechnic device replacement forecast to evenly distribute workload and ensure maximum availability. **(T-2)** Forecast will be updated at least annually and indicate a monthly replacement schedule for the next fiscal year and annual requirements for subsequent years. **(T-2)** Submit annual updated forecasts to AFGSC/A4W by 1 Sep for programming through the Cartridge Activated Device/Propellant Actuated Device office. **(T-2)**

8.2.6.6.5. Transfer Documents. Historical documents and automated products are sent with missiles, launch gear, replaceable units or equipment when transferred. **(T-2)**

8.2.6.6.6. Expenditures. For expended missiles or components, transfer all historical documentation and automated products to AFNWC Air Delivered Capabilities Directorate, Missile Sustainment Division (AFNWC/NDM). **(T-1)** The last entry must indicate mission number, location (range) and date of missile termination. **(T-1)**

8.2.6.6.7. In coordination with VACE, Automated Test Equipment weekly status report will include at a minimum: Electronic Systems Test Set, Missile Radar Altimeter Test Assembly, Air Data Test Set, and Portable Automatic Test Equipment Calibrator, Signal Data Converter, and Cooling Control Unit status. **(T-2)**

8.2.6.6.8. **(Added-AFGSC)** Provide reports, transfer documents, expenditures, and test results to AFGSC.A4WN.CruiseMissile@us.af.mil.

8.2.6.7. Schedule missile and engine shipments with base engine managers and Traffic Management Office. Schedule requisition and pick-up/turn-in with applicable agencies and workcenters. **(T-3)**

8.2.7. Training Section. Training section personnel are responsible for all initial, recurring, team chief, and ancillary training requirements for the unit. Responsibility for training section requirements and execution will be assigned to a responsibility center independent of cruise missile maintenance sections. **(T-2)** Training Section personnel will:

8.2.7.1. Establish and manage a trainer qualification program. **(T-2)**

8.2.7.2. Establish and manage lesson plans or task breakdowns for each unit discipline. **(T-2)** Lesson plans or task breakdowns are only required for technical tasks (tasks governed by technical data) in the section's master task list.

8.2.7.2.1. Review lesson plans or task breakdowns annually or when an affecting publication or system changes occur. **(T-2)**

8.2.7.2.2. Route lesson plans or task breakdowns through applicable work centers, QA, and flight commander/chief. **(T-3)**

8.2.7.3. Establish and manage a RTT program, special purpose vehicle training program, and Team Chief Training Course. **(T-2)**

8.2.7.4. Establish a Maintenance Academics Training program. All supervisors, technicians, team chiefs, trainers and evaluators are required to complete initial and annual training. **(T-2)**

8.2.7.4.1. Tailor this training to the unit's needs, however at a minimum it must include an overview of applicable AFIs, weapon system safety rules, operating instructions, and weapon system T.O.s; inspection requirements as outlined in DAFI 90-302, *The Inspection System of the Department of the Air Force*; security and PRP requirements; and individual responsibilities and reporting requirements. **(T-2)**

8.2.7.4.2. Initial training will be completed prior to performing any weapon system maintenance task. **(T-2)**

8.2.7.5. Manage unit's ancillary training requirements and provide classroom training as required. **(T-3)**

8.2.7.6. Establish pre-requisites, if required, for entry into training courses to minimize training delays. **(T-3)**

8.2.7.7. Establish and maintain class folders for initial training courses. Class folders will include at a minimum a class roster, documented feedback sessions, and training deviations and deficiencies. **(T-3)**

## 8.3. Management Programs.

8.3.1. Missile Container Management.

8.3.1.1. Container Marking. All containers, when inspected and verified as empty, will be marked with the word EMPTY on the lower section of the container and all Department of Transportation markings will be removed. **(T-1)** After installing a missile and prior to shipment, ensure that all markings are in place and the missile serial number is marked on the lower section of the container. **(T-1)**

8.3.1.2. Container Sealing. Containers will be sealed when inspected and verified as empty or loaded with a missile. **(T-1)** Seal numbers will be documented in MIS. **(T-2)**

8.3.2. Training Device Management.

8.3.2.1. On the internal surface of panels and all removable training components of the ALCM maintenance trainer, "For Training Use Only" must be clearly stenciled in red. **(T-2)**

8.3.2.2. Training assets must be segregated from war reserve and non-war reserve assets by physical separation or a readily visible sign(s). **(T-1)**

8.3.2.3. Maintain an ALCM maintenance trainer panel and component inventory for each training missile assigned. **(T-2)**

## Chapter 9 (Added-AFGSC)

## ICBM MAINTENANCE STAFF ASSISTANCE VISIT (MSAV) PROGRAM

**9.1. Scope of the Maintenance Staff Assistance Visit Program.** The MSAV is an opportunity to receive assistance from AFGSC/A4 personnel. It is not an inspection, nor is its intended purpose solely to prepare units to pass inspections. The MSAV is an opportunity to resolve and clarify issues between the unit and HQ functional managers. The MSAV objectives are to:

9.1.1. Determine if HHQ guidance is adequate/clear.

9.1.2. Provide feedback to the MXG/CC on whether the unit is properly applying sound procedures to implement current guidance.

9.1.3. Assist process improvement through the identification of outstanding programs.

9.1.4. Provide situational awareness on command compliance to senior leadership in the form of an MSAV executive summary.

**9.2. Assessment Areas.** Specific assessment areas are determined by the MXG/CC requesting the MSAV.

9.2.1. Units will send a list of specific assessment areas to AFGSC/A4B, NLT 60 days prior to the requested visit.

**9.3. MSAV Trip and Event Scheduling.**

9.3.1. AFGSC/A4B will schedule MSAVs per the unit's request.

9.3.1.1. Units will send a draft schedule to AFGSC/A4B, NLT 30 days prior to the scheduled visit and provide a unit POC for scheduling.

9.3.1.2. AFGSC/A4B will coordinate a schedule of events (SOE) and provide a confirmed SOE prior to MSAV team arrival.

9.3.1.3. After the visit and events schedule is confirmed, any scheduling conflicts must be immediately brought to the attention of the AFGSC MSAV POC for resolution.

9.3.2. AFGSC/A4B will coordinate MSAV dates with 20 AF.

**9.4. MSAV Funding.** AFGSC/A4B will fund TDY costs associated with providing MSAV visits to all Missile Wings and 377 TEG.

**9.5. MSAV Team Composition and Requirements.**

9.5.1. AFGSC/A4B will determine the size of MSAV teams based on specific assessment areas selected.

9.5.2. The AFGSC/A4B division chief will appoint the MSAV team lead.

9.5.3. AFGSC/A4B team is responsible for all Defense Travel System (DTS) travel arrangements to the unit.

9.5.4. The MSAV team lead will notify the unit POC of vehicle requirements for transportation on base and in the missile complex.

9.5.4.1. Coordinate with the unit POC and unit security manager to ensure all required information is given to complete Entry Authorized Listing (EAL).

9.5.4.2. Validate EAL requirements and annotate hand-carried items within required controlled areas to facilitate inspections.

9.5.5. Standard MSAV teamwork center requirements include at least two computers with internet access, a shredder, one printer, one on-call information manager, and team member access to a protected folder on a shared drive.

9.5.5.1. This work center will be always accessible to MSAV team members.

9.5.5.2. AFGSC/A4B will request any additional work center requirements through the unit POC.

**9.6. MSAV Duration and Meetings.** AFGSC/A4B will determine the duration of MSAVs based on mission requirements. Direct interaction between the team lead, all team members, the MXG commander and respective staff is essential to ensure the MSAV efficiently accomplishes its objectives.

9.6.1. The team lead will conduct an in-brief with the Group Commander or designated representative.

9.6.2. The MSAV team lead will meet with the Group Commander or designated representative daily or as arranged and will conduct a daily out brief of all scheduled events.

9.6.3. MSAV team members will conduct informal feedback/out brief with supervision from all assessed areas.

**9.7. MSAV Report.**

9.7.1. The MSAV report is a non-rated assessment to assist units in identifying strengths and areas for improvement to enhance overall maintenance effectiveness and compliance.

9.7.2. The MSAV team lead uses inputs provided by each team member to build the report. The MSAV team chief will provide a draft copy of the MSAV report to the MXG/377 TEG/CC prior to the team's departure. The final report will be validated by the A4B Division Chief and forwarded to the MXG/377 TEG/CC within 30 days of the assessment.

9.7.3. Except for Best Practices noted during an assessment, the authority for distribution of MSAV reports is the Group Commander or designated representative. AFGSC/A4B retains a copy of the official report on file but will not distribute detailed reports outside of the directorate. The report will not be distributed to or discussed with the Inspector General (IG).

9.7.4. Report findings will be categorized in three areas:

9.7.4.1. Observation: An area that does not meet established standards. Observations will specifically address the item(s) that does not meet standards and provide a recommended corrective action. Observations will reference governing instructions and guidance (e.g., AFI, AFGSC Supplements, TO, USSTRATCOM Publications, etc.).

9.7.4.2. Recommended Improvement Area: An area that meets minimum standards but could be improved by a suggested course of action.

9.7.4.3. Best Practice: An area that clearly exceeds established standards and should be shared across the command.

9.7.4.4. MSAV reports will be marked as Unclassified Controlled Nuclear Information (UCNI) IAW DoDM5200.01V1_AFMAN16-1404V1, *Information Security Program: Overview, Classification and Declassification* and will comply with other governing guidance and instructions for document marking.

9.7.5. Observations noted on previous MSAVs which have not been adequately resolved will be labeled as "Repeat."

9.7.6. Areas requiring support/assistance or policy and guidance revisions to remedy inadequate guidance will be documented in the report.

9.7.7. Professional Performers noted throughout the MSAV will be recognized in the report.

**9.8. Unit Responsibilities.**

9.8.1. Provide a unit POC to the MSAV team lead. This position serves as the MXG liaison and provides the following support:

9.8.2. Provide MSAV team lead with proposed assessment areas NLT 30 days prior to the scheduled visit.

9.8.3. Assist with billeting and transportation arrangements as required.

9.8.4. Provide a work center for the MSAV team.

9.8.5. Provide administrative and communications support as required.

9.8.6. Ensure wing and unit Security Forces personnel receive the site access message and an EAL is processed for the team prior to arrival of the team and the start of an MSAV.

9.8.7. Coordinate MSAV out-brief scheduling and location.

## Chapter 10 (Added-AFGSC)

## Missile Potential Hazard Procedures

### 10.1. General Information.

10.1.1. This chapter establishes responsibilities and procedures for directing maintenance actions to resolve an ICBM potential hazard.

10.1.2. An MPH is an abnormal situation or condition in the weapon system or support equipment that cannot be resolved by the unit with standard procedures and requires immediate HHQ and engineering assistance to develop approved procedures to recover to a stable configuration that alleviates the potential for equipment damage and/or injury or death of personnel.

10.1.2.1. Mishaps and emergencies involving fire, explosions, HAZMAT leaks, mass casualties, or an actual declared PSRE leak require the installation Command Post (CP)/ Wing Command Post (WCP) to activate the Disaster Response Force (DRF) and initiate Installation Emergency Management Plan.

10.1.2.2. This instruction does not alter the operational reporting requirements for missile emergencies, mishaps, or potential mishaps as outlined in applicable Air Force and USSTRATCOM instructions.

10.1.3. MPH procedures apply to AFGSC missile maintenance activities at LF, LCC, and transportation within the Missile Wing and Vandenberg Space Force Base (VSFB) test site complex.

10.1.3.1. MPH Network (MPHN) procedures may be activated to support activities at on-base AETC LF Trainers, Proofload Test Facilities (PLTF) and Roll-Transfer Buildings, or any area where missile maintenance activities are conducted, and the MXG/377 TEG CC determines the activation of the MPHN is requested to support the unit.

10.1.3.2. MPHN procedures in this instruction do not apply to RV/RS activities in the weapons storage area (WSA) or Kirtland Underground Munitions Storage Complex (KUMSC).

### 10.2. Sequence of Actions to Implement the MPHN.

10.2.1. The MXG/377 TEG commander will determine if an MPH exists.

10.2.2. Once the MXG/377 TEG CC declares an MPH situation exists, MMOC will initiate the MPHN to JNOC.

10.2.3. When initiating the MPHN, MMOC will patch the unit Command Post (CP) into the conference call.

10.2.4. JNOC will contact the 20 AF/A4 primary/alternate POC IAW the MPH Generation Checklist. The 20 AF/A4 or designee will assume MPH team chief/operator duties and will determine which 20 AF, System Program Manager (SPM), HQ AFGSC and AFNWC participants should be added to the net.

10.2.5. JNOC will set-up a communication teleconference via the MPH network with

AFGSC/A4B, Station G, unit with potential MPH, and all other required agencies until issue is resolved.

10.2.6. Once the MPHN is formed, the JNOC representative will conduct a communication poll to ensure all requested parties are present on net operations.

10.2.6.1. If not already accomplished, control of the MPHN will pass to the 20 AF/A4 team chief.

10.2.6.2. If primary means of communication are compromised, JNOC will identify an alternate method. When using the alternate method, JNOC representative will assume operator duties and provide instructions to all participating parties. All participants will minimize call-in locations to reduce bridging and interface issues. Information classification must be considered when choosing communication process.

10.2.7. All procedures will be routed to 20 AF/A4 through 20 AF/A4 Workflow.

10.2.8. The MPHN will remain active until completion of the event, or the MPH team chief may pause the net and then a designate time to re-establish the net.

**10.3. Implementing MPH-Directed Actions On-Scene.**

10.3.1. The only actions authorized to be accomplished before receiving definitive guidance and direction from the MPHN are those actions required to prevent loss of life and personnel injury. Actions to stabilize the situation do not include continuation of normal or recovery maintenance activities at the facility or location where the incident has occurred.

10.3.2. All response actions and activities on-scene will be conducted IAW the Air Force Incident Management System (AFIMS).

10.3.3. The owning wing/base of the ICBM assets involved in the MPH will obtain and/or maintain control of the accident/event scene. A certified incident commander or other AFIMS certified authority will take over incident scene responsibilities and ensure all response efforts are conducted in an appropriate, safe, and secure manner.

10.3.4. Incident Command will always reside with the owning wing/base. In the event the MPH incident takes place far enough away as to require a different base to respond to the incident, the owning wing/base will dispatch appropriate personnel as directed by HHQ.

10.3.5. In the event a multiple-jurisdiction response is required, a unified command with State/Local officials will be established.

10.3.6. The USAF Incident Commander on-scene will ensure all MPH-directed actions are communicated and coordinated with the other senior members of the unified command prior to completion.

10.3.7. A unified command is not required for DoD teams from different services, MAJCOMs or units.

10.3.8. Missile Mishap Response Team (MMRT).

10.3.8.1. The Missile Mishap Response Team (MMRT) teams are comprised of ICBM Systems Division military, civilian, and contractor personnel with the technical expertise and equipment necessary to respond to an ICBM event outside the technical scope of the

ICBM Missile Wing. When requested by the MPH Team Chief, the MMRT will dispatch from Hill AFB.

10.3.8.2. Upon arrival at the scene, the MMRT Team Chief will report to the wing's Incident Commander for status update and direction.

**10.4. Program Administration.**

10.4.1. General. Each agency supporting the MPH team is responsible for notifying JNOC within two duty days, in writing, of any changes in its primary and alternate team members and their duty and home phone numbers. All phone rosters will be maintained in the JNOC.

10.4.2. JNOC will maintain an event log for actual and test MPHs, exercise checklists and phone rosters for HQ AFGSC, 20 AF, System Program Managers and units.

10.4.3. Ensure required knowledgeable personnel maintain 24-hour response capability.

10.4.4. 90/91/341 MW/377 TEG will:

10.4.4.1. Develop procedures/checklists for MPH situations.

10.4.4.2. Forward copies of missile site route folders and topographical maps to HQ AFGSC/A4B, 20 AF/A4, AFNWC/STIC, and AFNWC/NWI/NWIEV.

**10.5. Missile Potential Hazard Network (MPHN).** 20 AF/A4 and JNOC in coordination with AFGSC/A4 and AFNWC will assist in resolving MPH.

## Chapter 11 (Added-AFGSC)

## PAYLOAD TRANSPORTER, TRANSPORTER ERECTOR AND PERIODIC MAINTENANCE VAN PROGRAMMED DEPOT MAINTENANCE (PDM) PROCESS

### 11.1. Background/Overview.

11.1.1. This chapter establishes responsibilities and requirements during the PMT/PT/TERP/PTR PDM process to include PMT/PT/TERP/PTR pre/post PDM inspections.

11.1.2. AFGSC/A4 requires an inspection of all PMT Vans, TE tractors, TE trailers, and PT trailers prior to transfer to Hill AFB for Programmed Depot Maintenance and after completion of Programmed Depot Maintenance. PT tractors do not undergo Programmed Depot Maintenance.

11.1.3. Program Directives (PD) posted on AFGSC's NMC2 establish the scope of PMT/PT/TERP/PTR PDM. PDs are coordinated annually through AFGSC/A4B and AFGSC/A4RE. PTs/TEs are to be considered fully mission capable upon completion of PDM.

11.1.4. The inspection process will begin once the DEPOT notifies AFGSC/A4B when a PT or TE is ready to be shipped to or picked up from an ICBM unit. An inspection is not required before or after completion of MARs or ETARs unless AFGSC/A4 directs an inspection.

11.1.5. Inspections will be conducted using the PMT/PT/TERP/PTR Pre/Post-PDM checklists located on AFGSC's NMC2. Route requests for changes to the checklist to AFGSC/A4B.

11.1.6. After PMT/PT/TERP/PTR pre-PDM checklist has been accomplished, vehicle will not be available for operational/training use unless approved by MMXS/MXS DO/SEL.

11.1.7. PMT/PT/TERP/PTR are inducted into PDM based on the vehicle PDM schedule posted on AFGSC's NMC2. AFGSC/A4B will direct deviations from this schedule to meet mission requirements. Route requests for changes to the induction schedule to AFGSC/A4B.

### 11.2. Pre-PDM Responsibilities and Requirements.

11.2.1. AFGSC/A4B will:

11.2.1.1. Notify MXG and MSG via official tasker of PT or TE to be prepared for shipment to DEPOT.

11.2.1.2. Review PMT/PT/TERP/PTR maintenance documentation for accuracy and completeness and identify potential over-and-above work outside the scope of current Program Directive.

11.2.2. Resources Flight/Generation Flight will:

11.2.2.1. Coordinate with LRS to ensure they are aware of the asset being sent to DEPOT.

11.2.2.2. Utilize AFGSC PMT/PT/TERP/PTR Pre-PDM checklist located on NMC2 prior to shipping to DEPOT and submit completed checklist to NMC2.

11.2.2.3. Ensure Equipment List portion of PMT/PT/TERP/PTR Pre-PDM checklist is completed on day of shipment. All parts awaiting maintenance will be transferred with the vehicle and annotated on the equipment list. Submit completed checklist to AFGSC/A4B.

11.2.3. MMXS/MXS/DO/SEL will:

11.2.3.1. After PMT/PT/TERP/PTR pre-PDM checklist has been accomplished, approve operational use of PMT/PT/TERP/PTR and associated equipment to meet mission requirements.

11.2.3.2. If PMT/PT/TERP/PTR or associated equipment is used to meet mission requirements, a new Pre-PDM checklist must be accomplished and submitted to AFGSC/A4B.

11.2.4. P&S will transfer PMT/PT/TERP/PTR MIS record to DEPOT upon shipment IAW MIS Transfer Guide.

**11.3. Post-PDM Responsibilities and Requirements.**

11.3.1. AFGSC/A4B will:

11.3.1.1. Notify MXG and MSG via official tasker of PT/PTR or TERP to be inspected at DEPOT by MXG/LRS technicians.

11.3.1.2. Coordinate with MW/MXG and MSG to de-conflict TDY issues/concerns and cross-org personnel to AFGSC fund cite.

11.3.1.3. Coordinate inspection time/location with DEPOT and Post-PDM inspection team.

11.3.1.4. Verify completion of maintenance for discrepancies not corrected prior to Post-PDM Inspection Team departure.

11.3.1.5. Upload the completed PMT/PT/TERP/PTR Post-PDM checklist onto AFGSC's NMC2 and provide a courtesy copy to the DEPOT.

11.3.2. Resources Flight/Generation Flight/MSG will:

11.3.2.1. Select the Post-PDM Inspection Team.

11.3.2.2. The team will consist of one each LRS, PREL and MAPS technicians qualified on the respective vehicle requiring the inspection.

11.3.3. Post-PDM Inspection Team will:

11.3.3.1. Bring all required Technical Orders to conduct inspections IAW PMT/PT/TERP/PTR Post-PDM checklist.

11.3.3.2. Review current PMT/PT/TERP/PTR Program directive prior to inspection.

11.3.3.3. Perform Post-Depot Maintenance Inspection IAW PMT/PT/TERP/PTR Post-PDM checklist, located on AFGSC's NMC2.

11.3.3.4. Document discrepancies on the Discrepancy Tracker and coordinate correction with AFGSC/A4B as soon as possible to alleviate maintenance delays.

11.3.3.5. Acknowledge and re-inspect corrective maintenance actions as applicable.

11.3.3.6. Provide a copy of the completed PMT/PT/TERP/PTR Post-PDM checklist to AFGSC/A4B.

11.3.3.7. Coordinate with LRS to reset periodic inspection due dates upon arrival of PMT/PT/TERP/PTR at unit.

11.3.4. P&S will:

11.3.4.1. Transfer PMT/PT/TERP/PTR MIS record from DEPOT upon PMT/PT/TERP/PTR arrival IAW MIS Transfer Guide located on NMC2.

11.3.4.2. Reset periodic inspection/proofload dates based on date PDM/proofload was completed by DEPOT as indicated in MIS.

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**Attachment 1**

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DAF Form 2096, *Classification/On-The-Job-Training Action*

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AF 2411, *Inspection Document*

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AF 9, *Request for Purchase*

AFTO Form 95, *Significant Historical Data*

AFTO Form 350, *Repairable Item Processing Tag*

AFTO Form 430, *Battery Periodic Inspection/Maintenance Record*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFGSC**—Air Force Global Strike Command

**AFI**—Air Force Instruction

**(Added-AFGSC) AFIMSC—**Air Force Installation and Mission Support Center

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFNWC**—Air Force Nuclear Weapons Center

**AFPD**—Air Force Policy Directive

**(Added-AFGSC) AFREP—**Air Force Repair and Enhancement Program

**(Added-AFGSC) AFSTRAT—**Air Forces Strategic

**AFTO**—Air Force Technical Order

**ALCM**—Air Launched Cruise Missile

**APSR**—Accountable Property System of Record

**(Added-AFGSC) ASPC—**Annual Scheduling and Planning Conference

**(Added-AFGSC) AVDO—**Aerospace Vehicle Distribution Officer

**AVE**—Aerospace Vehicle Equipment

**(Added-AFGSC) AWP—**Awaiting Parts

**BCE**—Base Civil Engineering

**(Added-AFGSC) CANN—**Cannibalization

**CAO**—Cable Affairs Officer

**CC**—Commander

**CD**—Deputy Commander

**(Added-AFGSC) CE—**Civil Engineering

**CEM**—Civil Engineering Manual

**(Added-AFGSC) CUOPS—**Current Operations

**(Added-AFGSC) DAF—**Department of the Air Force

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

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

**DAO**—Defense Accounting Office

**DBM**—Database Manager

**DEFCON**—Defense Readiness Condition

**DIT**—Data Integrity Team

**DoD**—Department of Defense

**(Added-AFGSC) DPAS—**Defense Property Accountability System

**(Added-AFGSC) DR—**Deficiency Report

**ELAB**—Electronics Laboratory

**ELT**—Empty Launcher Test

**EMT**—Electro-Mechanical Team

**(Added-AFGSC) EPDM—**Excepted Program Depot Maintenance

**EPT**—Empty Pylon Test

**(Added-AFGSC) ESR—**Equipment Status Reporting

**eTools**—Electronic Tools

**(Added-AFGSC) ETAR—**Engineering Technical Assistance Request

**(Added-AFGSC) ETIC—**Estimated Time in Completion

**EWO**—Emergency War Order

**FDE**—Force Development Evaluation

**FMS**—Facilities Maintenance Section

**(Added-AFGSC) FMT—**Facilities Maintenance Team

**(Added-AFGSC) FMWG—**Fleet Management Working Group

**FSR**—Forse Status and Readiness

**(Added-AFGSC) FSRM—**Facility Sustainment Restoration and Modernization

**FTD**—Field Training Detachment

**FTMMXS**—Flight Test Missile Maintenance Squadron

**(Added-AFGSC) FUOPS—**Future Operations

**(Added-AFGSC) FY—**Fiscal Year

**(Added-AFGSC) HHQ—**Higher Headquarters

**HICS**—Hardened Intersite Cabling System

**ICBM**—Intercontinental Ballistic Missile

**(Added-AFGSC) IDG—**Integrated Deployment Guide

**IMDS**—Integrated Maintenance Data System

**INE**—Inertial Navigation Element

**(Added-AFGSC) J-GSOC—** Joint Global Strike Operations Center

**(Added-AFGSC) JML—**Job Master Listing

**(Added-AFGSC) JNOC—**Joint Nuclear Operations Center

**(Added-AFGSC) LC—**Launch Center

**LCC**—Launch Control Center

**LCEB**—Launch Center Equipment Building

**LF**—Launch Facility

**LLA**—Launcher Loader Adapters

**LLT**—Loaded Launcher Test

**LPT**—Loaded Pylon Test

**MAF**—Missile Alert Facility

**MAFM**—Missile Alert Facility Manager

**MAJCOM**—Major Command

**MAPS**—Mechanical and Pneudraulics Section

**(Added-AFGSC) MAR—**Maintenance Assistance Request

**MCC**—Missile Combat Crew

**MCM**—Missile Communications Maintenance

**MDS**—Mission Designation Series

**MEECN**—Minimum Essential Emergency Communications Network

**MEEL**—Minimum Essential Equipment List

**(Added-AFGSC) MF—**Munitions Facility

**(Added-AFGSC) MGS—**Missile Guidance Set

**MHT**—Missile Handling Team

**MICAP**—Mission Capable

**MILSTAR**—Military Strategic and Tactical Relay

**MIS**—Maintenance Information System

**MIT**—Missile Interface Test

**MMA**—Maintenance Management Analysis

**MMCL**—MAJCOM Mandatory Course List

**MMOC**—Missile Maintenance Operations Center

**(Added-AFGSC) MMIII—**Minuteman III

**MMP**—Minuteman MEECN Program

**MMRT**—Missile Mishap Response Team

**MMT**—Missile Maintenance Team

**MMXS**—Missile Maintenance Squadron

**(Added-AFGSC) MNX—**Maintenance

**MPH**—Missile Potential Hazard

**(Added-AFGSC) MPHN—**Missile Potential Hazard Network

**MRABL**—Master Restricted Area Badge Listing

**(Added-AFGSC) MSAV—**Maintenance Staff Assistance Visit

**(Added-AFGSC) MSPC—**Maintenance Supervision and Production Course

**MTS**—Maintenance Training Section

**MW**—Missile Wing

**MXG**—Maintenance Group

**MXS**—Maintenance Squadron

**(Added-AFGSC) NAF—**Numbered Air Force

**(Added-AFGSC) NCE—**Nuclear Certified Equipment

**(Added-AFGSC) NDI—**Non-destructive Inspection

**NMC**—Non-Mission Capable

**NMC2**—Air Force Nuclear Munitions Command and Control

**NC3**—Nuclear Command, Control, and Communications

**NCO**—Noncommissioned Officer

**NCOIC**—Noncommissioned Officer in Charge

**NRTS**—Not Repairable This Station

**(Added-AFGSC) NST—**New Strategic Arms Reduction Treaty

**(Added-AFGSC) NTO—Nuclear Tasking Orders**

**OCR**—Office of Collateral Responsibility

**(Added-AFGSC) OG—**Operations Group

**(Added-AFGSC) OGC—**Operation Global Citadel

**OIC**—Officer in Charge

**(Added-AFGSC) OJT—**On the Job Training

**OPR**—Office of Primary Responsibility

**OSHA**—Occupational Safety and Health Administration

**P&S**—Plans and Scheduling

**(Added-AFGSC) PDM—**Programmed Depot Maintenance

**(Added-AFGSC) PIO—**Program Integration Office

**PLA**—Pylon Loader Adapters

**(Added-AFGSC) PLTF**—Proofload Test Facility

**PMC**—Partially-Mission Capable

**(Added-AFGSC) PMT—**Periodic Maintenance Team

**PREL**—Power, Refrigeration, and Electrical Section

**PRP**—Personnel Reliability Program

**PSRE**—Propulsion System Rocket Engine

**PWS**—Performance Work Statement

**(Added-AFGSC) PT—**Payload Transporter

**(Added-AFGSC) PTR—**Payload Transporter Replacement

**QA**—Quality Assurance

**(Added-AFGSC) QRM—**Quick Response Maintenance

**ROW**—Right-Of-Way

**RON**—Remain Overnight

**RS**—Reentry System

**RTT**—Recurring Technical Training

**(Added-AFGSC) RV—**Reentry Vehicle

**(Added-AFGSC) SACCS—**Strategic Automated Command and Control System

**SCR**—Special Certification Roster

**SEL**—Senior Enlisted Leader

**(Added-AFGSC) SELM—**Simulated Electronic Launch Minuteman

**(Added-AFGSC) SF—**Security Forces

**SIT**—Systems Interface Test

**SNCO**—Senior Noncommissioned Officer

**(Added-AFGSC) SPF—**Single Point Failure

**SST**—Survivable Systems Teams

**TCTO—Time Compliance Technical Order**

**TDS**—Time Distribution Subsystem

**TEG—Test Evaluation Group**

**(Added-AFGSC) TERP—**Transporter Erector Replacement Program

**(Added-AFGSC) TFTR—**Total Force Training Record

**(Added-AFGSC) TICMS—**Theater Integrated Combat Munitions System

**TMDE**—Test Measurement Diagnostic Equipment

**TMS**—Training Management Services

**T.O.**—Technical Order

**TTP**—Tactics, Techniques, and Procedures

**(Added-AFGSC) USSTRATCOM—**U.S. Strategic Command

**UTTM**—Unit Technical Training Manager

**VACE**—Verification and Checkout Equipment

**VES**—Vehicle and Equipment Section

**(Added-AFGSC) WCP—**Wing Command Post

**(Added-AFGSC) WOC—**Wing Operations Center

**WRF**—Workload Requirements File

**(Added-AFGSC) WSM—**Wing Safety Manager

**(Added-AFGSC) WUC—**Work Unit Code

***Office Symbols***

**(Added-AFGSC) 20 AF/SE—**Twentieth Air Force Safety

**(Added-AFGSC) 377 TEG—**377 Test and Evaluation Group

**(Added-AFGSC) 377 TEG/CCS—**377 Test and Evaluation Group Commanders Secretary

**AF/A4L**—Directorate of Logistics

**AF/A4LW**—Headquarters Air Force, Logistics, Engineering, and Force Protection, Directorate of Logistics, Nuclear Weapons, Missiles, and Munitions Division

**AFGSC/A3**—AFGSC Operations Directorate

**AFGSC/A4**—AFGSC Directorate of Logistics and Engineering Directorate

**(Added-AFGSC) AFGSC/A4—**Air Force Global Strike Logistics and Engineering

**AFGSC/A4B**—Missile Maintenance

**(Added-AFGSC) AFGSC/A4B—**Air Force Global Strike Missile Maintenance Division

**AFGSC/A4C**—Civil Engineering

**(Added-AFGSC) AFGSC/A4R—**Air Force Global Strike Logistics Readiness Division

**AFGSC/A4W**—Munitions Maintenance

**AFGSC/FM**—Directorate of Financial Management

**(Added-AFGSC) AFGSC/SE—**Air Force Global Strike Command Safety

**AFMC/A4/10**—AFMC AFGSC Directorate of Logistics, Engineering, Force Protection, and Nuclear Integration

**AFNWC/EN**—AFNWC Engineering

**AFNWC/NDM**—Air Delivered Capabilities Directorate, Missile Sustainment Division

**AFNWC/NM**—AFNWC MMIII Systems Directorate

**(Added-AFGSC) AFNWC/NM—**Air Force Nuclear Weapons Center Sustainment Division

**AFNWC/SELECT**—AFNWC System Engineering Level Evaluation and Correction Team

**20AF/A3**—20th Air Force Operations Directorate

**20AF/A4**—20th Air Force Logistics Directorate

**(Added-AFGSC) SLD 30/SEW—**Space Launch Delta 30 Safety

**377 TEG/CC**—Test and Evaluation Group Commander

*Terms*

**Cannibalization**—The authorized removal of a specific assembly, subassembly, or part from one weapon system, system, support system, or equipment end item for installation on another end item to satisfy an existing supply requisition and to meet priority mission requirements with an obligation to replace the removed item. Refer to T.O. 00-20-2.

**Class I Training Equipment**—Distinct end items of training equipment specifically designed, developed, fabricated, and assembled to meet training objectives. These items require configuration control and logistic support.

**Class II Training Equipment**—Weapon system parts, components and end items used for training purposes in its original configuration. Support equipment includes tools and test equipment used for training purposes in the original configuration. These items will retain their supply classification identity and be maintained accordingly.

**Class III Training Equipment**—Items designed to show a concept or portray the function of an end item without the actual working medium. Examples include animated parts, cutaways, exploded displays, and models.

**Deferral**—Any IMDS discrepancy which is deemed as not cost effective or practical to repair as approved by the Maintenance Operations Flight Commander/Chief.

**Fault**—Any act that impairs a subsystem or renders serviceable components unserviceable. A fault can be inserted by a trainer/instructor or caused by a system malfunction.

**(Added-AFGSC) Field Testing**—Any test of Weapon System Support Equipment, Sub-Systems, and/or Software conducted at an operational Missile Wing.

**Force Status and Readiness**—Computer program used to inform Higher Headquarters of ICBM sortie status. Sortie status defined as an A-Cat (required on alert, launch capable with targeting), F-Cat (scheduled off-alert, non-launch capable sortie on low-priority target), or an L-Cat (non-deployed LF, no ICBM present).

**Minimum Essential Equipment Listing**—A listing of the minimum number of vehicles and equipment items, listed individually, to support the unit's mission. When items fall below the designated minimum, maintenance or management actions are required to restore the unit's mission to fully capable.

**Missile Potential Hazard**—An abnormal situation or condition in the weapon system or support equipment that cannot be resolved by the unit with standard procedures and requires immediate Higher Headquarters and engineering assistance to develop approved procedures to recover to a stable configuration that alleviates the potential for equipment damage and/or injury or death of personnel.

**Not Repairable This Station**—A condition that identifies when an end item or subassembly is not repairable by the unit because of maintenance restrictions and/or limitations in technical data or equipment. A certified team chief, appointed on the SCR, must make the declaration an item is to be NRTS.

**(Added-AFGSC) Off-equipment**—Maintenance tasks that are not or cannot be effectively accomplished on or at the weapon system or end-item of equipment but require the removal of the component to a shop or facility for repair.

**(Added-AFGSC) On-equipment**—Maintenance tasks that are or can be effectively performed on or at the weapon system or end-item of equipment.

**Operational Readiness Parts**—Operational Readiness Parts are assets that are specific to a one-of-a-kind weapon system (e.g., ICBM, etc.) which have a limited worldwide inventory.

**(Added-AFGSC) Recur Discrepancy**—Recur discrepancy exists when a priority 1-4 weapon system fault occurs after 7 days but, within 30 days following corrective action taken and the system or sub-system indicates the same malfunction**.**

**Red-W**—Indicates that the aerospace vehicle, equipment, or support equipment is inoperative for its intended use and requires careful attention because of a condition. The item cannot be used for its intended purpose until the malfunction is corrected and the item can be used without further damage. This requires the symbol to be cleared by a certified team chief, appointed on the SCR.

**Red-X**—Indicates that the aerospace vehicle, equipment, or support equipment is considered unsafe or unserviceable and is not to be used until the unsatisfactory condition is corrected and the symbol cleared by a certified team chief, appointed on the SCR.

**(Added-AFGSC) Repeat Discrepancy**—Repeat discrepancy exists when a priority 1-4 weapon system fault occurs within 7 days following corrective action taken and the system or sub-system indicates the same malfunction.

**Single Point Failure**—Single Point Failure items are assets that fail and will render a system inoperative or unable to perform its designated mission. These items are pre-positioned in spare or storage at a designated central storage location, to meet requirements such as system restoration within 48 hours or less.

**(Added-AFGSC) Technical tasks**—On-equipment and off-equipment CFETP tasks governed by a technical data.

**Training Deficiency**—When student(s) do not receive training on all items specified in the training standard prior to course graduation. There are many situations/circumstances that may result in a training deficiency, such as broken/unavailable equipment or a shortage of instructor personnel required to teach a specific objective, unit, or block in the course.

**Training Deviation**—Day-to-day deviations for events such as appointments, functions, or unforeseen course interruptions. A few examples of situations include severe weather, illness, and equipment and/or weapon system malfunction.

**Workload Requirements File**—IMDS product used by a work center to identify all discrepancies assigned to a particular work center or a particular site or piece of equipment.

## Attachment 2

## TRAINING REQUIREMENTS

**Note:** All courses required by AFI 10-405 *Ready Airman Training* will not be specifically covered in this attachment. Refer to the applicable Ready Airman Training Requirements Message available at **https://tmis.us.af.mil/afforgenconnect.If** courses listed in this attachment satisfy requirements under the Ready Airman Training umbrella, units are encouraged to not duplicate the training.

**A2.1. Cold Weather Indoctrination.** Applies to: All personnel assigned to a norther tier base (e.g., Minot AFB, Malmstrom AFB, F.E. Warren AFB).

Frequency: One time. OPR: Determined locally.
Remarks: Content determined locally.

**A2.2. Maintenance Management Training.** Applies to: All 2M0XX, 21MX, 620X, and appropriate civilian personnel.

Frequency: One time.
OPR: MTS/TMS.
Remarks: Ensure personnel understand AFGSC instructions, AFMAN 21-200 and 21-202 which apply to the maintenance organization.

**A2.3. Maintenance Standardization and Evaluation Program Orientation Course.** Applies to: All personnel subject to proficiency evaluations.

Frequency: One time. Must be accomplished prior to technicians performing any maintenance.
OPR: QA.
Remarks: Determine content locally.

**A2.4. Deficiency Reporting.** Applies to: All maintenance technicians and production work center supervisors and managers.

Frequency: One time.
OPR: QA.
OCR: MTS/TMS.
Remarks: Include the purpose, scope, and specific responsibilities within the deficiency reporting system. Emphasize the need for proper use of the deficiency reporting system, general reporting requirements, and exhibit processing procedures, report processing, contact and action point responsibilities, and follow-up actions.

**A2.5. Cardiopulmonary Resuscitation.** Applies to: Work Center OIC/NCOICs and below who perform maintenance or individuals who directly supervise maintenance.

Frequency: As specified by commercial training program being used. OPR: MTS/TMS.

**A2.6. (ICBM) Team Chief Training.** Applies to: All Team Chiefs.

Frequency: One time.
OPR: 20 AF
Office of Collateral Responsibility (OCR): MTS/UTTM

Remarks: Emphasize the managerial and leadership requirements of the team chief position, using 20 AF course material. Units are authorized to supplement the course with local information.

**A2.7. (N/A 377 TEG) Nuclear, Biological and Chemical (NBC) Mask.** Applies to: All personnel who penetrate Launcher Equipment Rooms to perform maintenance or are required by guidance.

Frequency: One time.
OPR: MTS.
Remarks: This training covers how to properly store, use, and inspect the mask in accordance technical directives.

**A2.8. (N/A 377 TEG) Shotgun Training Program.** Applies to: All personnel who penetrate Launcher Equipment Rooms to perform maintenance or are required by guidance.

Frequency: Annual.
OPR: Combat Arms Training Management.
OCR: MTS.

**A2.9. (ICBM) (N/A 377 TEG) Electromagnetic Pulse Hardness Awareness Training.** Applies to: All 2M0XX, 21XX, 620X, and appropriate civilian personnel.

Frequency: One time.
OPR: AFGSC.
Remarks: Training is located at myLearning within the AF Portal.

**A2.10. (ICBM) (N/A 377 TEG) EWO Familiarization Training.** Applies to: All MMOC, P&S, Technical Engineering personnel, flight commanders/chiefs, production work center OICs, NCOICs, Production Superintendents, Expediters, and QA Evaluators.

Frequency: Annual (MMOC, P&S and QA Evaluators) One-Time (all others, unless duty title changes).
OPR: MTS (Schedules training). OCR: Operations Group EWO Plans (Provides training).
Remarks: Conduct training within 60 days of job assignment. Operations Plans will determine course content.

**A2.11. (ICBM) Corrosion Control.** Applies to: All 2M0XX, 21XX, 620X, and appropriate civilian personnel.

Frequency: Annual for dispatching personnel; One-time for others who do not dispatch or perform corrosion work. Personnel assigned to the Corrosion Control Shop are exempt from this requirement.
OPR: MTS/TMS.
Remarks: Training is located at myLearning within the AF Portal.

**A2.12. Weapon Safety Training (Explosive Safety and Missile Safety).** Applies to: All personnel, supervisory and non-supervisory positions who operate, handle, transport, maintain, load, or dispose of missiles, explosives, or nuclear weapon systems. This includes all personnel performing or supervising maintenance in an explosive area or an LF.

Frequency: Initial training required prior to performing any of these tasks, and no later than the last day of the 15th month following initial training (Every 15 months).

OPR: Base Weapons Safety Office.
Remarks: Ensure compliance with requirements per DAFI 91-101, *Air Force Nuclear Weapons Surety Program*, DAFI 91-202, *The US Air Force Mishap Prevention Program*, and DESR 6055.09_AFMAN 91-201, *Explosives Safety Standards*. Explosive Safety and Missile Safety Training is located at myLearning within the AF Portal.

**A2.13. (ICBM) Air Force Emergency Response Operations First and Emergency Responders Course.** Applies to: All 2M0X2 personnel (Team chiefs, technicians, trainers/instructors, and evaluators) requiring entry into a contaminated atmosphere (actual or suspected) containing Minuteman III components.

Frequency: Completion of this course in accordance with DAFI 10-2501, *Emergency Management Program*. FTD training (MMT trainer at 377 TEG) will provide hands-on initial and annual training to Level A qualified individuals, which will, at a minimum, include PSRE specific response actions and equipment.
OPR: MTS/TMS.
Remarks: Ensure compliance with directives prescribed in Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations 1910.120, *Hazardous waste operations and emergency response*.

**A2.14. (ICBM) Emergency Response Equipment Repair Training.** Applies to: Personnel required to perform periodic maintenance of emergency response life support equipment.

Frequency: Initial/3-year recurring training; Training through applicable manufacturer. OPR: MTS/TMS.
Remarks: Training schedules are available through applicable manufacturer.

**A2.15. IMDS Familiarization.** Applies to: Team chiefs, designated data collection monitors, maintenance production work supervisors and all personnel who use IMDS terminals.

Frequency: One time per duty position. OPR: AFGSC.
Remarks: Include use of IMDS terminals and printers, use of IMDS screen displays and menus, and local procedures.

**A2.16. (N/A 377 TEG) Escort Training.** Applies to all personnel who perform escort duties on an LF, MAF, Limited Area, Exclusion Area, or No-Lone Zone.

Frequency: Annual.
OPR: MTS/UTTM
Remarks: This training will focus on applicable directives from DoD S-5210.41-M_AFMAN31-108V1-S, (S) The Air Force Nuclear Weapon Security Manual (U), 2 May 2019.

**A2.17. Nuclear Surety Training.** Applies to: All personnel, supervisory and non-supervisory positions who operate, handle, transport, maintain, load, or dispose of nuclear weapons, nuclear weapon systems, missiles, certified critical components, perform nuclear-related duties or control entry into No-Lone zones.

Frequency: Initial training required prior to performing any of these tasks, and no later than the last day of the 15th month following initial training (Every 15 months).
OPR: Base Weapons Safety Office.
Remarks: Ensure compliance with requirements set forth in DAFI 91-101.

**A2.18. (ICBM) Codes Familiarization Training.** Applies to: MMOC, P&S, QA, section NCOICs, Technical Engineering, Production Supervisors, Expeditors who manage maintenance on critical and code components, and all non-code handlers who supervise code handlers at the section or flight level.

Frequency: Annual.
OPR: Wing Codes.

Remarks: Initial and annual codes familiarization training self-study packages are developed by Codes Section to inform personnel of code controls and procedures applicable to their areas of responsibility. Testing is not required. Initial and annual self-study packages or other media format (slide show) will be distributed to the applicable NCOIC to distribute to required personnel in their area of responsibility and to verify completion of the self-study package.

Ensure compliance with requirements set forth in AFGSCI 13-5201V5, *Code Control Standardization: Procedures, Training and Evaluation* and EAP STRAP VOL 16

**A2.19. (ICBM) (N/A 377 TEG) Fast Rising B-Plug (FRBP) Hazard Awareness Training.** Applies to: All personnel who dispatch to operational launch facilities.

Frequency: One time.
OPR: AFGSC/A4.
Remarks: Training is located at myLearning within the AF Portal.

**A2.20. Data Integrity Team Training.** This is to train all DIT monitors, work center supervisors, and NCOICs/OICs, on work order review tactics, techniques, and procedures to execute the DIT functions and required supervisory review functions.

Frequency: One time.
OPR: MMA

**A2.21. (ICBM) Trainer Course.** This is to train all 2M0XX personnel who conduct work center training.

Frequency: One time.
OPR: 20 AF
OCR: MTS/UTTM
Remarks: The Air Force Training Course is a prerequisite and must precede this course. This is also required for all 2M0XX personnel in 7-skill level upgrade training, as identified in applicable Specialty Training Standards.

**A2.22. Calibration Limitation Approval Training Program.** This is to train all qualified personnel on approval of TMDE calibration limitations prior to being appointed on the SCR, and annually thereafter.

Frequency: Initial/Annual
OPR: MTS/UTTM
Remarks: At a minimum, the course will include when to consider a limited calibration, impact of using improperly calibrated equipment, and how to apply calibration specifications to weapon system requirements.

**A2.23. Cyber Hygiene Training.** This is to train all maintenance personnel on practices of Department of Defense (DoD) Information Technology (IT) and is critical to sustaining the mission.

Frequency: Initial/Annual
OPR: MTS/UTTM
Remarks: The culture of positive cybersecurity awareness and actions necessary to sustain cybersecurity resiliency is required by all maintenance personnel to mitigate allusive cybersecurity threats and optimize enduring mission generation capabilities. Training is located at myLearning within the AF Portal.

**A2.24. Tactical Combat Casualty Care.** Tactical Combat Casualty Care applies to all technicians, team chiefs, instructors/trainers, QA evaluators, task supervisors, and NCOIC/OIC for dispatching and non-dispatching work centers who perform maintenance or individuals who directly supervise maintenance.

Frequency: 24 months
OPR: Designated Trainers
Remarks: Tactical Combat Casualty Care is the DoD standard of care for first responders (medical and non-medical) and the All Service Member Tactical Combat Casualty Care course replaces Service trauma skills currently taught in first aid and self-aid buddy care courses.

**A2.25. (Added-AFGSC) Block-1 General Supply Training.** Applies to all MXG/377th TEG team chiefs.

Frequency: One Time
OPR: LRS
Remarks: This training provides information on Logistics Readiness Squadron Materiel Management Flight procedures, providing first rate support to AFGSC Materiel Management customers.

## Attachment 3 (Added-AFGSC)

## TIME COMPLIANCE TECHNICAL ORDERS (TCTO) ICBM MANAGEMENT PROCEDURES

**A3.1. The following procedures shall be used to manage TCTO.** The term TCTO as used in this attachment includes TCTOs, MCLs & OTIs unless stated otherwise. The P&S section has the overall responsibility for TCTO programs. P&S is responsible for managing all assigned weapon system TCTO programs and will monitor/provide oversight of all ICBM, weapon system, AGE, and commodity TCTOs to ensure all compliance requirements are met.

A3.1.1. Munitions-related TCTOs will be managed by the munition's scheduler. (P&S will provide training if a 2R is not assigned to MUNS.)

A3.1.2. Ops-related TCTOs will be managed by the ops scheduler. Ops will send a completion letter to the Nuclear Weapon Center to update REMIS.

A3.1.3. All agencies involved in the TCTO review process will utilize the AFGSC TCTO/MCL Comprehensive Review Checklist found on NMC2.

**A3.2. Specific TCTO, MCL and OTI responsibilities are listed below:**

A3.2.1. QA Personnel will:

A3.2.1.1. Initiate MAJCOM TCTO/MCL Comprehensive Review Checklist and coordinate with all applicable agencies.

A3.2.1.2. Attend all TCTO planning meetings.

A3.2.1.3. Perform an initial review of all TCTOs/MCL/supplements IAW AFGSC TCTO/MCL Comprehensive Review Checklist.

A3.2.1.3.1. Verify TCTO applicability and review date and stamp IAW T.O. 00-5-1.

A3.2.1.3.2. Verify the unit has current and compatible T.O.s.

A3.2.1.3.3. Identify that the performing work center(s) technicians have all required training to perform the TCTO.

A3.2.1.3.4. Identify any unique supply items and/or special tools or equipment that will be needed.

A3.2.1.3.5. Ensure the TCTO, MCL or modification will, if needed, interface with all other associated TCTOs or readily resolved.

A3.2.1.3.6. Ensure if a TCTO affects nuclear certified items, products, and or equipment as defined in DAFI 91-101, *Air Force Nuclear Weapons Surety Program*, the following is accomplished:

A3.2.1.3.6.1. A current copy of TCTO is sent to Wing Safety for review**.**

A3.2.1.3.6.2. Verify all items annotated as "nuclear certified" are correctly listed on the Master Nuclear Certification List.

A3.2.1.4. Complete a random and periodic evaluation of all TCTOs and modification tasks in progress to ensure quality maintenance and progress is tracked and documented in MIS. Maintain a copy of MIS data to validate inspection of the first, last, and 10% of each TCTO.

A3.2.1.5. Report all TCTO content deficiencies to MAJCOM and appropriate TCTO manager(s) IAW T.O. 00-5-1 and 00-5-15.

A3.2.1.6. Route copies of all TCTOs/supplements and completed checklists to the TODO.

A3.2.1.7. Ensure the TODO establishes ID requirements for TCTO Header Series.

A3.2.1.8. Provide technical support to all work centers that are performing TCTOs.

A3.2.1.9. Ensure all technical TCTO deficiencies are submitted as an URGENT AFTO Form 22 IAW T.O. 00-5-1.

A3.2.2. TODO will operate IAW 00-5-1 and will perform the following:

A3.2.2.1. TODO will provide oversight on the distribution of TCTOs.

A3.2.2.1.1. Provide a copy of TCTO marked “For Reference/Planning Use Only” to P&S.

A3.2.2.1.2. Ensure copies of the TCTO are provided to the managing agency and performing work center(s), to include the TCTO Review Checklist. All working copies will be marked “working copy/destroy when complete”. Working copies will not be placed in a formal T.O. file.

A3.2.2.2. Ensure the Enhanced Technical Information Management System (ETIMS) is reviewed weekly for new/rescinded TCTOs/supplements.

A3.2.2.3. Coordinate all rescinded TCTOs/MCLs/OTIs with QA/P&S to ensure TCTO completion before removing/destroying.

A3.2.2.4. For all nontechnical, distribution, and index discrepancies, e-mail AFNWC/NWIEV and AFGSC/A4B.

A3.2.3. P&S will:

A3.2.3.1. Brief the MXG/377th TEG /CC weekly on significant problems, potential delays and unaccomplished TCTOs that are within 60 days of grounding.

A3.2.3.2. Reconcile TCTO Kit status monthly in conjunction with Logistics Readiness Squadron Materiel Management Flight. The reconciliation process will include a cross-check of AF Form 2001 for accuracy.

A3.2.3.3. Load TCTOs with appropriate status code IAW 00-5-15 for LFs/MAFs.

A3.2.3.4. Prepare a work order in the MIS for each end-item, including spares.

A3.2.3.5. Perform a reconciliation against MIS and Reliability Maintainability Information System (REMIS) to ensure 100% accuracy prior to submitting TCTO completion letters.

A3.2.3.6. Review suspense validation or equivalent inputs prior to processing TCTO suspense’s and updating the MIS.

A3.2.3.7. Perform a monthly reconciliation between MIS screen 525 and REMIS screens, GRP4140 and GRP4180.

A3.2.3.8. Perform a review of MIS-to-REMIS TCTO rejects weekly utilizing MIS Screen 690.

A3.2.3.9. Perform a monthly review of REMIS for TCTOs approaching rescission dates. TCTO extensions will be requested IAW 00-5-15. Request will be a minimum 60 days prior to "Rescission Date/Remove from Service Date," whichever is earlier.

A3.2.3.10. Ensure TCTOs are scheduled for completion prior to expiration or grounding date, whichever comes first.

A3.2.3.11. Establish and maintain a TCTO folder for active TCTOs. Once the TCTO has reached its rescission date, place a current copy of MIS data in folder and move to an inactive TCTO file (only if TCTO has been completed). Once TCTO has been rescinded, the folder is no longer required.

A3.2.3.12. Organize TCTO folders as follows:

A3.2.3.12.1. Outside cover will be labeled with TCTO/MCL/OTI number, data code, narrative, ground date and current rescission date.

A3.2.3.12.2. Tab 1 will contain MIS data from last reconciliation.

A3.2.3.12.3. Tab 2 will contain AFGSC TCTO/MCL Comprehensive Review Checklist (and meeting minutes as applicable) from Implementation Meeting.

A3.2.3.12.4. Tab 3 will contain a copy of basic TCTO and supplements.

A3.2.3.12.5. Tab 4 will contain completed AF Form 2410 and a current copy of AF Form 2001, *Notification of TCTO Kit Requirements*.

A3.2.3.12.6. Tab 5 will contain completion letters, REMIS screens, and other general correspondence.

A3.2.3.13. Load TCTOs from REMIS. If an initial TCTO load is not received from REMIS, notify the ALC to attempt a second REMIS push. If the second attempt is unsuccessful, manually load TCTO in MIS. If the TCTO is loaded manually, units must immediately reconcile data with REMIS to prevent REMIS rejects during TCTO loading/completion. Units must ensure equipment designator/part number matches.

A3.2.3.13.1. Load TCTOs pushed down from REMIS into MIS. If an initial TCTO load is not received from REMIS or equivalent, notify the single manager and/or equipment specialist IAW TO 00-5-15.

A3.2.3.13.2. If TCTOs are loaded in MIS manually; the TCTO monitor will contact the TCTO POC and request a REMIS Master TCTO Record. This record will be used to reconcile all data elements between MIS and REMIS in order to eliminate system interface errors during TCTO resync reporting to REMIS.

A3.2.3.13.3. Units must ensure equipment designator/part number matches. **Note**: Units must not manually load TCTOs into the MIS without first contacting

single manager and/or equipment specialist to let them know that the TCTO was never loaded.

A3.2.3.14. Load TCTO supplements requiring additional work (new data code) in MIS as an initial TCTO.

A3.2.3.15. Attend monthly TCTO reconciliation meeting IAW DAFMAN 23-122, *Materiel Management* and DAFI 21-101, *Aircraft and Equipment Maintenance Management*.

A3.2.3.16. Conduct Implementation Meeting for new TCTOs and for supplements requiring additional work or that modify maintenance procedures. Meeting will address the overall plan to implement the TCTO, TCTO applicability by ID number/part number/serial number, purpose, performing work centers, training requirements, scheduling parameters, remove-from-service date, rescission date, review of TCTO procedures by QA and supply/kit requirements. The completed AFGSC TCTO/MCL Comprehensive Review Checklist will be posted in TCTO folder.

A3.2.3.17. Chair monthly TCTO/ Master Change Log (MCL) planning meeting. Meeting will cover current TCTO status, completion percentages, supply status, scheduling factors, anticipated problems, trends, and TCTOs exceeding original rescission date. All attendees will sign meeting minutes.

A3.2.3.18. Record meeting minutes on an AF Form 2410, or locally developed product and provide an overall plan to implement the TCTO.

A3.2.3.19. Minutes will include:

A3.2.3.19.1. Identification (ID) number (or applicable part number or serial number for commodity TCTOs).

A3.2.3.19.2. Purpose of the inspection/modification

A3.2.3.19.3. Clearly identify and document the performing work centers and training requirements.

A3.2.3.19.4. MXG Schedule for completion to include rate of deployment and monthly execution forecast.

A3.2.3.19.5. Remove from service date.

A3.2.3.19.6. Review of TCTO procedures

A3.2.3.19.7. Form entries and supply requirements prior to scheduling the TCTO for completion.

A3.2.3.20. **(Added-AFGSC)** All attendees will sign the AF Form 2410, Inspection/TCTO Planning Checklist, or locally developed product, at the conclusion of the planning meeting indicating agreement with the execution plan.

A3.2.3.21. Attempt to schedule TCTO maintenance during scheduled LF/MAF downtimes to the greatest extent possible.

A3.2.3.22. Schedule all workable TCTOs for accomplishment prior to permanent equipment transfer or storage input.

A3.2.3.23. Document TCTO status in NMC2.

A3.2.3.23.1. Make appropriate notifications upon TCTO completion and upload copy of TCTO completion letter to NMC2.

A3.2.3.24. Determine total number of end items applicable and use AF IMT Form 2001, *Notification of TCTO Kit Requirements*, to request TCTO kits through the LRS Flight Service Center (FSC) indicating number of items to be modified by serial number. Retain a copy of the AF IMT Form 2001 in the TCTO folder.

A3.2.3.25. Order kits, or TCTO parts (bits and pieces) through LRS FSC using the AF IMT 2001, and the FSC will establish kits.

A3.2.3.26. Assign ID numbers to kits as they are received.

A3.2.3.27. For locally obtained parts, prepare an AF Form 2005 listing each item by NSN, nomenclature and quantity required.

A3.2.4. Performing work centers will:

A3.2.4.1. Attend all TCTO planning meetings.

A3.2.4.2. Review TCTOs/supplements for accuracy and additional training needs prior to Implementation Meeting.

A3.2.4.3. Ensure teams dispatch with current copy of TCTO and supplements during completion of TCTO.

A3.2.4.4. Utilize applicable MIS screen as authorization to pick up kits from Supply.

A3.2.4.5. Update TCTO status in MIS and notify FSC and P&S if a team is diverted and a kit is used on a different end-item.

A3.2.4.6. Inventory TCTO kits for completeness prior to starting work. Contact the TCTO managing agency to resolve discrepancies.

A3.2.4.7. Document results/findings/completion of TCTOs in MIS.

A3.2.4.8. Not store/maintain kits.

A3.2.4.9. Report all deficiencies to QA.

A3.2.4.10. Not keep working copies of TCTOs in a formal T.O. file.

A3.2.5. [377th TEG] Coordinate TCTOs with AETC, as required.

## Attachment 4 (Added-AFGSC)

## MAINTENANCE SCHEDULING EFFECTIVENESS (MSE)

**A4.1. Purpose.** MSE is a leading indicator that measures the unit's ability to plan and complete scheduled maintenance events (inspections, periodic maintenance, etc.) and scheduled use of maintenance resources per the maintenance plan. The AFGSC goal for MSE is 90 percent for ICBM maintenance. A low MSE rate may indicate a unit is experiencing a high rate of turbulence in the field or back shops. MSE is primarily used as a reliability indicator for maintenance managers assessing the unit's capacity to execute the scheduled maintenance plan.

**A4.2. Computations.** Compute MSE using scheduled maintenance events in the printed weekly schedule. In order to make this data valuable, it is important that the integrity of the data be maintained. Additionally, do not discard standard accepted scheduling practices in order to improve rates, e.g., scheduling all inspections on Friday or not including hourly inspections in the weekly schedule. See **Table A4.2.** (For ICBM MSE Computation).

A4.2.1. The MIS database will be used to determine whether the maintenance actions were completed on time. For example, if a maintenance event is scheduled in the weekly maintenance schedule for Monday through Wednesday, MIS database must show completed by 2359 hrs. on Wednesday for credit.

A4.2.2. Field maintenance Job Control Numbers (JCN) and scheduled night maintenance will be debriefed by 2359 hours on the next duty day after return from dispatch to receive credit. Back shop maintenance JCN will be debriefed by 2359 hours on the last day they are scheduled for on the maintenance page of the weekly schedule to receive credit.

A4.2.3. For maintenance events extending into the next week, credit for completion is based on the last day of the scheduled event. ICBM periodic inspections and PDM phase completion will be measured using the completion date of the inspection, as indicated on the maintenance page of the Weekly Schedule.

**A4.3. Scheduling Effectiveness.** The MXG/CC may select additional areas for local scheduling effectiveness tracking. The unit will establish standards for these programs. When reported to HHQ, these locally selected areas will not be included in MSE rates.

A4.3.1. P&S will implement procedures for reviewing and recording scheduled maintenance actions daily and forward this data to maintenance analysis weekly for computation and publication as a monthly metric (e.g., 1-31 Jan, 1-30 Jun, etc.). Daily review will be accomplished by P&S and will not be delegated.

A4.3.2. When a unit is tasked with a combat sortie generation, unscheduled tasking, unannounced exercise/real world contingency, or HHQ exercise that significantly impacts the printed weekly maintenance schedule, the plan may be revised or reprinted without incurring deviations. Utilizing **Table A4.1**, normal deviation reporting procedures will be followed once the revised or reprinted plan is finalized. The unaccomplished portion of the original maintenance schedule will not be included in the scheduling effectiveness formula.

**Table A4.1. ICBM MSE Deviations and Functions.**

| DEVIATION | FUNCTION |
|---|---|
| Maintenance | |
| (MT1) | Lack of manpower (maintenance personnel). |
| (MT2) | Lack of equipment or equipment that was broken on inspection or during use. |
| (MT3) | Scheduling error. |
| Weather (WX) | Actions deviated as a result of weather to include wind restrictions for high profile vehicles, active flooding/rain, general missile complex travel restrictions due to ice/snow, and loss of helicopter for weather related flight restrictions. |
| Defense Access Roads (DR) | Actions deviated due to inability to reach site as a result of missile complex road restrictions such as bridge/culvert limitations, washed out roads, or any physical road condition identified during route surveys that result in a canceled action. |
| Guards (GS) | Scheduled in the weekly and then deviated due to Security Forces. |
| Higher Priority MX | |
| (DH1) | Deviated due to Technical Order driven time sensitive or Priority 1 requirements. |
| (DH2) | Deviated per unit leadership direction (not Technical Order driven requirement). |
| (DH3) | Deviated to return an A-Cat sortie to alert. |
| Vehicle (VP) | Deviated due to MX vehicle issue. |
| Parts/Supply | |
| (PS1) | Deviated due to incorrect part ordered. |
| (PS2) | Deviated due to correct part ordered but wrong part received. |
| Higher headquarters | |
| (HQ1) | Deviated to support OGC requirements. |
| (HQ2) | Deviated due to directed MX stand-down. |

| DEVIATION | FUNCTION |
|---|---|
| (HQ3) | Deviated due to NST requirements. |
| Team Chief/Team Member<br>(TM1)<br><br><br><br><br>(TM2) | <br>Deviations that result from unforeseen non-availability of scheduled team members due to Personnel Reliability Program (PRP) suspensions, mandatory crew rest or remain overnight (RON).<br>Deviated due to timeline (MX team ran out of time to complete work order). |
| Access System<br>(AS1)<br><br>(AS2) | <br>Deviated due to failure of Primary Access System (i.e., A-Circuit lock-out, (HDLA) Hand-Driven Linear Actuator failure).<br>Deviated due to failure of Secondary Access System (i.e., FRBP failure, (EMA) Electro Magnetic Actuator failure). |
| Other (OT) | Actions deviated due to circumstances that do not meet the categories listed above (provide clarifying remarks). |

A4.3.3. Units may reuse or reprint the maintenance schedule for up to 5 days when anticipating adverse weather. This adjustment should be used only in extreme cases and recorded on AF Form 2407, *Weekly/Daily Flying Schedule Coordination*. Once changed, normal deviation reporting procedures will apply.

A4.3.4. In addition to the MSE metric, the ICBM missile maintenance dispatch deviation rate (Scheduling Effectiveness) is used as a management indicator to identify how well a unit is executing daily dispatches for all field activities. Maintenance dispatches that are deviated and cancelled will be documented using the codes provided in the MIS database for security forces availability, weather, road conditions, supply, vehicle problems, team member/team chief availability or other applicable condition codes.

A4.3.4.1. The focus of the dispatch deviation rate is to strengthen maintenance managers' ability to identify trends and causes for cancelled dispatches. Each cancelled dispatch represents a missed maintenance opportunity. The dispatch deviation rate provides objective data to direct process improvements and advocate for required resources or support.

A4.3.4.2. Missile maintenance work centers will enter teams in the daily schedule that are necessary to meet work center production and maintenance requirements. The maintenance schedule should not be built to a predetermined or perceived constraint in support. To

maximize maintenance capacity and identify limiting factors, teams should be scheduled and deviated when a confirmed shortfall in dispatch support is identified.

A4.3.4.3. The ICBM dispatch deviation rate is determined by dividing the number of dispatch deviations by the total number of scheduled dispatches. It is calculated as follows: **Dispatch deviation rate = [(# of dispatches deviated and cancelled) / (# of scheduled dispatches)] × 100.**

A4.3.4.4. Overall ICBM Maintenance Scheduling Effectiveness Rate Formula: **Overall Maintenance Scheduling Effectiveness Rate = Total Points Earned / Total Points Possible x 100.**

**Table A4.2. ICBM Maintenance Scheduling Effectiveness Computation.**

| **SCHEDULED EVENT** | **A WEIGHTED POINTS** | **B NUMBER OF SCHEDULED EVENTS** | **C POSSIBLE POINTS (A x B)** | **D COMPLETED AS SCHEDULED** | **E POINTS EARNED (A x D)** |
|---|---|---|---|---|---|
| Programs/ Modifications (**Note** 1) | 6 | | | | |
| Test (**Note** 2) | 6 | | | | |
| Time Changes (**Note** 3) | 6 | | | | |
| REPO/DEPO (**Note** 5) | 6 | | | | |
| Depot (**Note** 4) | 5 | | | | |
| NCE Periodics | 5 | | | | |
| TCTO | 5 | | | | |
| Periodics | 4 | | | | |
| Delayed Discrepancies (WRF) (**Note** 6) | 4 | | | | |
| | | Total Points Possible: | | Total Points Earned: | |

| SCHEDULED EVENT | A<br>WEIGHTED POINTS | B<br>NUMBER OF SCHEDULED EVENTS | C<br>POSSIBLE POINTS<br>(A x B) | D<br>COMPLETED AS SCHEDULED | E<br>POINTS EARNED<br>(A x D) |
|---|---|---|---|---|---|
| **Note**:<br>1. Includes support for weapon system modification/upgrade programs, HHQ (Higher Headquarters Maintenance) directed programs, and maintenance supporting treaty compliance or force structure changes.<br>2. Scheduled events supporting FDE, SELM and HSEP.<br>3. Includes events to replace items that are on a scheduled time interval such as (LLC) Limited Life Component, MGS PIGA time changes, and emergency storage batteries.<br>4. Includes Depot Maintenance Team phase and -107 depot assistance requests.<br>5. Reposture/Deposture<br>6. A delayed discrepancy is any work order on the WRF that is not part of a periodic inspection, time change requirement, or NST build-up/tear down. | | | | | |

## Attachment 5 (Added-AFGSC)

## (N/A 377 TEG) ICBM EXCEPTED PROGRAMMED DEPOT MAINTENANCE (EPDM) PROCESS

**A5.1. AFGSC/A4B will:**

A5.1.1. Consolidate MXG and 583rd approved annual EPDM schedule after ASPC.

**A5.2. 20 AF will:**

A5.2.1. Validate the consolidated quarterly EPDM schedule.

**A5.3. WOC will:**

A5.3.1. Manage AFGSC ICBM EPDM Schedule.

A5.3.1.1. Oversee daily EPDM and other Depot-level program workload in support of MAJCOM plans and requirements.

A5.3.1.2. Resolve scheduling conflicts to enable maximized utilization of Depot Field Teams (DFT).

A5.3.1.3. When a daily conflict arises, the WOC is the final approval authority.

A5.3.1.4. Upload any EPDM schedule changes to NMC2 and include site changes, reason for changes, induct date, and PDM completion date.

A5.3.2. Host annual MXG EPDM planning meeting prior to ASPC.

A5.3.2.1. Attendees will include representatives from Plans and Scheduling (P&S), Production Supervisor, Munitions, DFT, Operations Group (OG), and Security Forces Group.

A5.3.2.2. Upload the EPDM forecast to NMC2 NTL 15 days prior to ASPC.

A5.3.2.3. The annual EPDM planning meeting will produce the FY EPDM schedule and site-specific task requirements.

A5.3.2.3.1. The FY schedule planning factors will include the following for each site:

A5.3.2.3.1.1. All parts/material supportable Workload Requirements File (WRF) Job Control Number (JCNs).

A5.3.2.3.1.2. Time Compliance Technical Orders (TCTO), MCLs, Due or Overdue Periodic Maintenance / Isochronal Inspections (PMI) that are awaiting maintenance.

A5.3.2.3.1.3. Weapon system age-out requirements except Aerospace Vehicle Equipment (AVE) components.

A5.3.2.3.1.4. Utilize DFT provided manhours and planned task(s) for each site to build FY schedule for EPDM planning meeting.

A5.3.3. Ensure EPDM forecast will include the following:

A5.3.3.1. Applicable site(s).

A5.3.3.2. Downstage removal dates (if applicable).

A5.3.3.3. Integrated Deployment Guide (IDG) requirements.

A5.3.3.4. EPDM requirements.

A5.3.3.5. EPDM induct dates.

A5.3.3.6. EPDM projected end dates.

A5.3.4. Collaborate with DFT to ensure all WRF workorders are uploaded to site package prior to debriefing.

A5.3.5. 30 calendar days prior to site induction:

A5.3.5.1. Review WRF of projected sites and update current EPDM requirements for the 583rd MMXS to review.

A5.3.5.2. Ensure part(s) are placed in the site number bin and/or available for pickup at MXG supply point depending on the size of the item.

A5.3.5.3. Upload any updates to the EPDM schedule to NMC2.

A5.3.6. Seven calendar days prior to site induction:

A5.3.6.1. Coordinate any changes to WRF with 583rd MMXS.

A5.3.6.2. Coordinate with 583rd MMXS on site change(s) prior to the conclusion of daily scheduling meeting.

**A5.4. MXG will:**

A5.4.1. Configure LF/LCC to facilitate site specific maintenance requirements.

A5.4.2. Provide 583rd MMXS personnel access to debriefing.

A5.4.3. Coordinate with 583rd MMXS for issue/turn-in of equipment and materials i.e. chromate, brine, meters, GMMP, SARC, MEEDS, shotguns, and other items required to complete EPDM site IAW local procedures.

A5.4.4. Provide 583rd MMXS sodium chromate and LF/MAF premixed brine.

A5.4.5. Provide 583rd MMXS access to T.O. library.