

20 OCTOBER 2003



Command Policy

**TWENTIETH AIR FORCE REQUIRED
MATERIALS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 20 AF/DOME (Capt Sean M. Lavigne)
Supersedes 20 AFI 90-2, 18 April 2001

Certified by: 20 AF/DO (Col John E. Stocker III)
Pages: 4
Distribution: F

This instruction lists materials Intercontinental Ballistic Missile (ICBM) units are required to send to Twentieth Air Force. Units will forward documents and changes as they are produced. Ensure all changes are posted to requested materials prior to mailing. Twentieth Air Force will maintain requested materials and notify units of any discovered discrepancies. This instruction applies to all Twentieth Air Force units.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act Information. For Official Use Only information comply with DoDR 5400.7, *DOD Freedom of Information Act Program*, Air Force Supplement, Chap 4.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. The following materials are requested by 20 AF/DO:

- 1.1. 20 AF/DOME (electronic copies only):
 - 1.1.1. Communications Monitoring Checklists (Actual and Training).
 - 1.1.2. Target and Timing Documents (TATDs).
- 1.2. 20 AF/DOMC (send as E-mail attachments or on 3 ½" diskettes):
 - 1.2.1. Code Handler Master Lesson Plan.
 - 1.2.2. Monthly Controller Listing.
 - 1.2.3. Monthly Coding Activity and Equipment Report.

1.2.4. Senior Code Controller Certification Letter when applicable.

1.2.5. OSKC Emergency Operations Plan.

1.2.6. OSKC Lateral Coding Plan.

1.2.7. OSKC Functional Plan.

1.3. 20 AF/DOMV. One copy of all current Facility Management and MAF Chef local operating instructions (OIs).

1.4. 20 AF/DOD:

1.4.1. Installation Security Plan.

1.4.2. Security Operating Instructions.

1.4.3. Antiterrorism/Force Protection Plan (if separate from the ISP).

1.4.4. Manpower Data (weekly).

1.4.5. Route folders/missile complex map.

1.4.6. Tactical Response Force Report (monthly).

1.4.7. Antiterrorism/Force Protection Quarterly Report.

1.4.8. Metrics (monthly).

1.4.9. Security Posture Status Update (weekly).

1.5. 20 AF/DOH:

1.5.1. End-of-Month (EOM) Flying Hour Report (by the 10th of the month).

1.5.2. Bi-Weekly In-Unit Training Progress (by Thursday of the 2nd week).

1.5.3. Current copy of unit operating instructions.

2. The following materials are requested by 20 AF/LG:

2.1. 20 AF/LGM:

2.1.1. CMS Alert Rate (monthly).

2.1.2. Logistics Summary (monthly).

2.1.3. Daily Maintenance status sheets (daily).

2.2. 20 AF/LGMO:

2.2.1. OZ Nuisance Alarm Report (monthly).

2.2.2. Camper Rates (monthly).

2.2.3. Olympic Play (monthly).

2.2.4. Activity Reports (quarterly).

2.2.5. Weekly maintenance schedule (weekly).

2.3. 20 AF/LGL:

- 2.3.1. Unit Quality Evaluation Reports (electronic, monthly).
- 2.3.2. Local 797 (electronic, monthly).
- 2.3.3. Pallet and Net Reports.
- 2.3.4. Deployment Data (weekly).
- 2.3.5. Trainer Status.
- 2.3.6. MICAP Status (daily).
- 2.3.7. Single Point Failure Analysis.

3. The following materials are requested by 20 AF/SE:

3.1. 20AF/SEG:

- 3.1.1. "Quick Look" report and Rollover Data Sheet in approved formats for all government vehicle rollovers. A rollover is defined as any Air Force Vehicle, moving on- or off-base, which in the sequence of a single vehicle mishap, rolls onto its side or top. This includes rolling 360 degrees with the vehicle coming to a rest on its wheels.
- 3.1.2. "Quick Look" reports on any mishap when requested by 20AF/CC and/or 20AF/SE.
- 3.1.3. Monthly Excel spreadsheet NLT the 10th day of the following month depicting statistics/rates.

3.2. 20 AF/SEF:

- 3.2.1. Prioritized list of candidates for the Flight Safety Officer and Aircraft Mishap Investigation Course (AMIC) each year or as needed.
- 3.2.2. Unit flight safety representative appointment memorandum.
- 3.2.3. Wing aircraft mishap Safety Investigation Board (SIB) member candidate listing (quarterly).

3.3. 20 AF/MOC:

- 3.3.1. Command Post Controller Test Banks (quarterly).
- 3.3.2. Command Post Report Scenarios (quarterly).
- 3.3.3. Command Post Training/Evaluation Scenarios (quarterly).

3.4. 20 AF/ICE:

- 3.4.1. Monthly weapon system self-study package.
- 3.4.2. Requested supplemental lesson plans.

4. The following materials are requested by 20AF/CVX:

- 4.1. Current copies of all treaty compliance plans. Units without a treaty compliance office should request and send copies of the host wing's plans for their base.

4.2. 20 AF Performance and Readiness data monthly (send as e-mail attachments).

KENNETH P. VAN SICKLE, Colonel, USAF
Vice Commander