14.15.3. (Added) Maintain reserve sets of COMSEC material separately from the active documents. Place reserve material into use when directed.

14.15.4. (Added) Follow the direction of the unit COMSEC custodian for the disposition of superseded documents. Annotate the AFCOMSEC Form 16 as described above.

14.16. (Added) System Printouts. Enter the generation and/or removal of SECRET and TOP SECRET system printouts in the crew log. Use applicable directives to determine classification. Examples include RDC summary printouts or EAMs. The crew log will identify the individual removing the materials and the destination of the materials. This procedure applies to materials that are not entered on the AFCOM-SEC Form 16.

14.17. (Added) Temporary Storage of Classified Material. Secure storage for classified materials carried by maintenance personnel remaining overnight at the MAF will be provided by the on-duty MCC. The MCCM must originate two copies of the AF Form 12, **Accountable Container Receipt**, to transfer responsibility of classified maintenance material and manuals. The original copy will be signed by the MCCM and given to the team member as a receipt. Attach the second copy to the material. If the material remains in storage at crew changeover, brief the oncoming crew.

14.18. (Added) Classified Waste and Destruction. Burning classified material in the LCC is only allowed when other destruction means are not available (e.g., inoperative shredder). Burning is limited to LCC communication systems cryptographic tapes and Missile Electronic Encryption Device (MEED) key tapes, as well as other small amounts of classified that require timely destruction. Burn classified in the area outside of the acoustical enclosure. The burn container will be made of non-combustible material and must be provided with a means to prevent burning embers from escaping and approved by the base fire chief before use. Place the container in a hardened configuration. Develop local procedures to ensure burning of classified material is accomplished in a safe manner in the LCC.

14.19. (Added) LCC SAS Container. Make an entry in the MCC log when the LCC sealed authenticator container is opened. Both crew members sign the log (during crew changeover) or initial the log entry (other than crew changeover) when the container is locked and verified secure. REACT-configured LCCs need only make an entry in the electronic log.

14.20. (Added) LCC Tool Kit. The tool kit for the LCC will be stored in a hardened location within the LCC and standardized within the unit.

14.21. (Added) Control of Missile Procedures Trainer (MPT)/Minuteman Enhanced Procedures and Classroom Trainer (MEP) TK-70 Tapes. Units who possess REACT MPT/MEP TK-70 tapes will adhere to the following guidance:

14.21.1. (Added) Units must comply with DoD, AF and AFSPC instructions for control, safeguarding, documentation and destruction of classified materials.

14.21.2. (Added) Units will maintain up to six TK-70s. The following is an example of what may be contained on the six tapes:

14.21.2.1. (Added) Tape 1, current MPT/MEP software revision (received from MPT/MEP contract logistical support [CLS] contractor).

14.21.2.2. (Added) Tape 2, previous MPT/MEP software revision (received from MPT/MEP CLS contractor).

14.21.2.3. (Added) Tape 3, back-up of current training lesson plans and data sets.

14.21.2.4. (Added) Tape 4, back-up of current evaluation lesson plans and data sets.

14.21.2.5. (Added) Tape 5 and 6, used to transfer data between MPT and MEP.

14.21.3. (Added) Units may use the tapes as they wish, but should maintain, as a minimum, the current and previous MPT/MEP software revision.

14.21.4. (Added) Once a TK-70 tape is engraved with a serial number, these numbers should be placed on the applicable AF Form 143, **Top Secret Register Page**, and AF Form 144, **Top Secret Access Record and Cover Sheet**. These serial numbers are in addition to the OCNs/RPNs required by DoD/AF instructions.

14.21.5. (Added) If units possess any excess tapes, they can degauss (declassify) them at the unit OSKC. Once a tape is degaussed, it is no longer classified. No special controls are needed once the tape is degaussed. Units must document the destruction of the classified material IAW current DoD, AF and AFSPC instructions. Units may mail the unclassified tapes to Boeing Aerospace via US Postal Service at the following address:

> Boeing Aerospace Operations
> P.O. Box 6008
> Vandenberg AFB, CA 93437

14.21.6. (Added) Units will not place a label over another label when re-controlling MPT/MEP TK-70 tapes. The old label must be removed prior to placing a new label on the tape. Accomplish the appropriate documentation showing destruction/re-control.

14.22. (Added) REACT-Configured MPTs/LCCs. This paragraph contains information pertinent to REACT-configured MPTs/LCCs only.

14.22.1. (Added) VCP Automatic Dialing Memory Storage Locations. Use of VCP memory locations will be determined by the unit but must be standardized locally. A list of telephone numbers/agencies stored in each memory location must be readily available in the LCC.

14.22.2. (Added) Console Access. The REACT console is the duty station of the MCC. It is classified Top Secret SIOP-ESI CAT 6 & 10, and anyone accessing it must be cleared for SIOP-ESI and Emergency Action Procedures (EAP) since it is used to control nuclear weapons. At no time will the on-duty crew relinquish control of the console. When maintenance teams require entries be made on the console keyboard, they will request the on-duty MCC make them. Access to the MPT console will also be limited only to authorized personnel. This does not preclude maintenance teams from viewing the screens as required to accomplish their procedures. Adequate control will be maintained to ensure classified information is not improperly exposed.

14.22.3. (Added) Cycling Status Suppression. When crews are notified by MMOC that a fault is cycling status, they may suppress the fault. GMR 25/MSR 565 cycling during calibration may also be suppressed; however, this suppression must be removed immediately after the sortie exits calibration.

14.22.4. (Added) Video Taping and Photography in the MPT. Video taping, filming and still photography by authorized personnel is allowed as long as the Weapon System Control Element (WSCE) and the Higher Authority Communication/Rapid Message Processor Element (HAC/RMPE) Visual Display Units (VDUs) do not contain classified information, no classified procedures are being accomplished, no classified information is being discussed, and adequate measures are taken to ensure no classified information is exposed. Any audiovisual material made following this guidance is unclassified.

14.22.5. (Added) Diskette Procedures for REACT-Configured LCCs. Units will procure diskettes (3.5", High Density, Double-Sided, 1.44 MB) for each LCC, diskette storage containers for the LCC (e.g., a plastic container or binder with diskette holders will suffice), and a diskette transport device for MCCs to courier diskettes to and from the LCC.

14.22.5.1. (Added) Diskettes must be formatted prior to dispatching to the field using MS-DOS format.

14.22.5.2. (Added) Units are required to have the following diskettes in the LCC at all times: HAC/ RMPE JML disks (1 primary set and 1 backup set), 14 crew log archive diskettes (7 primary, 7 backup diskettes), 1 On-Line Data Collection (ODC) diskette, 2 FDD test diskettes, and one current T.O. database diskette.

14.22.5.2.1. (Added) Disks Returned to the Support Base. Returned disks must be replaced in the LCC as soon as possible after removal. A replacement disk does not have to be sent out to the LCC unless the returned disk will be absent from the LCC for an extended period of time or the disk has been transferred to another account.

14.22.5.3. (Added) Each Crew Log Archive diskette will be labeled for a corresponding day (e.g., Monday, Tuesday, etc.). One diskette will serve as a backup for each day.

14.22.5.4. (Added) Classified Labeling. Units may add tracking numbers to HHQ-provided classified diskettes; however, do not obscure labeling provided with disk. Additionally, units may design and use replacement classified diskette labels.

14.22.5.5. (Added) Classify all diskettes used on the system IAW the highest level of information processed on the system. Refer to AFI 31-401, *Information Security Program Management*, for classification guidance, or contact your unit security manager. Once a diskette is installed into an on-line REACT console, it will be classified a minimum of Top Secret/SIOP-ESI CAT 6 & 10. The diskette must be labeled as required by command directives. The only exceptions to this classification requirement are the T.O. Database disk and unit code change disks that will remain unclassified as long as the disks are write protected when mounted in the FDD.

14.22.5.6. (Added) To minimize the work load and the number of labels affixed to each diskette, each unit should develop a computer generated label (or procure a rubber stamp) to include the following information: "Derived From: Multiple Sources and Formerly Restricted Data: This material contains Formerly Restricted Data defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative action and criminal sanctions." This information should fit on a standard (1" by 3 1/2") mailing address label.

14.22.6. (Added) Software Data Gathering Procedures. Whenever unexpected responses occur from the HAC/RMPE or WSCE, accomplish the following:

14.22.6.1. (Added) Print the screen (HAC/RMPE or WSCE). Annotate the print with crew number, names, unit and LCC, Zulu time of receipt, and SMR code (e.g., "Crew S-302, Capt Mark Allen, 1Lt Scott Tinley, 90SW, A01, 1804z, UUUF1").

14.22.6.2. (Added) Write down any information listed in the HAC/RMPE work area prompt or any of the WSCE interwindows.

14.22.6.3. (Added) Write down the sequence of crew actions taken immediately before/during the unexpected response.

14.22.6.4. (Added) If the HA Backup Printer was on, return the print.

14.22.6.5. (Added) Print the crew log from one hour preceding the event to the current clock time.

14.22.6.6. (Added) Accomplish a crew log archive (SINCE PREV ARCH TO FDD). Do not reuse the disk for a period of 10 days unless notified by OSKE or OGV. If requested, crews will return the disk to OSKE.

14.22.6.7. (Added) During duty hours, immediately contact OSKE for HAC/RMPE discrepancies or OGV for WSCE discrepancies. OSKE will in-turn contact 20 AF/DOME at DSN 481-5263/4 for HAC/ RMPE events. OGV will in-turn contact 20 AF/DOMV at 481-5344 for WSCE events. Summarize the information gathered in paragraphs **14.22.6.1. (Added) - 14.22.6.3. (Added)** and send a SACCS message to TAF00 (620 MOF/MOC). Include as much information as possible concerning the discrepancy. OSKE/ OGV will FAX all printouts (screen, crew log, or HA Backup, as applicable) no later than the next duty day to 20 AF/DOME at DSN 481-5229.

14.22.6.7.1. (Added) After duty hours, crews will immediately send a SACCS message to TAF00--contact with the unit OSKE/OGV will be accomplished the next duty day.

14.22.7. (Added) OID Covers. Units must procure and install OID covers for all LCCs, MPTs, and MEPs.

14.23. (Added) STU III Usage. If a STU III is not fully operational, it must be removed from the LCC. All REACT-configured LCCs must keep the STU III, if available, plugged into the secure voice panel to maintain the charge of the battery.

15. (Added) REACT Concept for Software Support (CSS).

15.1. (Added) Overview. The CSS for HAC/RMPE software is an agreement between HQ AFSPC/DO/ DR, 392 TRS/CC, and SBICBM SPO. The CSS details the change process for the HAC/RMPE software.

15.2. (Added) Proposed Changes. Anyone may propose changes to the REACT system or report software anomalies using a Modification Proposal, AF Form 1067. The process used to make a change is dependent on the urgency of the change. There are three types of changes: Emergency, Urgent, and Routine.

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

15.2.1.1. (Added) Notify the 20 AF/DO of emergency changes within 6 hours. Initial notification may be made by phone, with the AF Form 1067 FAX or e-mail to follow. After duty hours and on weekends and holidays, contact the 20 AF/DO through the 90 SW Command Post at DSN 481-5820.

15.2.1.2. (Added) The 20 AF/DO will immediately notify HQ AFSPC/DOMO that an emergency change is in work. Within 6 hours, the 20 AF/DO will notify the SBICBM SPO, HAC/RMPE Software Support Facility (Ogden, HSSF), and HQ AFSPC/DO of the required change and then FAX or e-mail them the approved AF Form 1067.

15.2.1.3. (Added) Work-arounds may be necessary while some emergency changes are in work. 20 AF/ DO will determine work-arounds when necessary and forward instructions to units.

15.2.2. (Added) Urgent and Routine Changes. Urgent changes are changes that do not fit the emergency criteria, but are serious enough to warrant change without undo delay. Routine changes are changes that will improve system performance, but are not necessary to mission accomplishment.

15.2.2.1. (Added) All urgent and routine changes are forwarded to 20 AF/DOMV for incorporation by the unit approval authority. The 20 AF/DO will approve all AF Forms 1067 and forward valid changes to HQ AFSPC/DOMO, which in turn will forward approved changes to the SBICBM SPO at Ogden.

15.3. (Added) Responsibilities.

15.3.1. (Added) 20 AF/DO will:

15.3.1.1. (Added) Ensure the HQ AFSPC/DO, SBICBM SPO, and the HSSF are notified immediately of all emergency changes to HAC/RMPE software IAW the Concept of Software Support (CSS).

15.3.1.2. (Added) Approve all work-arounds for MCC use.

15.3.1.3. (Added) Determine if MPT training is required prior to alert duty based on the nature of the changes made.

15.3.1.4. (Added) Act as the Requirements Screening Panel (RSP) if the panel cannot be convened for an emergency change.

15.3.1.5. (Added) Approve/disapprove all AF Forms 1067.

15.3.2. (Added) 20 AF/DOMV will:

15.3.2.1. (Added) Review all AF Forms 1067 and submit to 20 AF/DO for approval/disapproval. 20 AF/DOMV will convene the RSP to review all changes submitted. The board will meet at least quarterly, but may meet whenever necessary to review change proposals.

15.3.2.2. (Added) Forward approved changes to the Operations Control Board (OCB) through HQ AFSPC/DOMO.

15.3.2.3. (Added) Return disapproved AF Forms 1067 to the originator with the rationale for disapproval. Send information copies to the SBICBM SPO and the OCB.

15.3.2.4. (Added) Comply with all directions provided in the CSS.

15.3.2.5. (Added) Provide work-arounds and training recommendations to the DO.

15.3.3. (Added) 20 AF/DOM will:

15.3.3.1. (Added) Work with USSTRATCOM J331/J524 and HQ AFSPC/DOMO to ensure HSSF personnel are kept informed of new requirements as they develop.

15.3.3.2. (Added) Provide input and assistance as required for work-around procedures for emergency changes.

15.3.3.3. (Added) Prepare and submit AF Forms 1067 for all changes to the SIOP, EAP, and targeting procedures.

15.3.4. (Added) Units will:

15.3.4.1. (Added) Ensure all weapon system users, trainers, and evaluators are trained in the 1067 process.

15.3.4.2. (Added) Establish a point of contact for all REACT change matters. Forward appointment memorandum to 20 AF/DOMV.

15.3.4.3. (Added) Establish a unit level approval authority that will forward unit-approved AF Forms 1067 along with supporting documentation to 20AF/DOMV.

15.3.4.4. (Added) Notify the 20 AF/DO, both verbally and in writing, of all emergency changes within 6 hours of discovery. Initial notification should be made over the phone. Forward the AF Form 1067 to 20 AF/DOMV as soon as possible after notifying the 20 AF/DO.

15.3.4.5. (Added) Submit AF Forms 1067 for all proposed REACT changes.

15.3.4.6. (Added) Ensure unit personnel are available to meet SBICBM SPO couriers and receipt for classified software releases.

15.3.4.7. (Added) Control, distribute, and install new HAC/RMPE software releases.

15.3.4.8. (Added) Control HAC/RMPE software disks from previous releases IAW the instructions contained in the version description document.

15.3.4.9. (Added) Track and up channel critical software failures and mean restoration time.

15.4. (Added) AF Form 1067. The AF Form 1067 is used to report all deficiencies and to submit proposed changes.

15.4.1. (Added) The following guidelines are provided for completing the form:

15.4.1.1. (Added) MODIFICATION/PROPOSAL. Date: enter current date, enter total number of pages, THRU: 20AF/DOMV, TO: HQ AFSPC/DOMO, FROM: 20AF/DOMV,

6610 Headquarters Drive, Suite 2, F. E. Warren AFB, WY 82005.

15.4.1.2. (Added) BLOCK 1. Title: Enter a short descriptive title.

15.4.1.3. (Added) BLOCK 5 - 13. Units leave blank.

15.4.1.4. (Added) BLOCK 14. Originating Unit: 20AF/DOMV, 6610 Headquarters Drive, Suite 2, F.E. Warren AFB, WY 82005, DSN 481-5346.

15.4.1.5. (Added) BLOCK 15. Purpose: State the deficiency to be corrected or the need to be satisfied by the proposal. State specific results expected from this proposal. Include all pertinent information. For problem reports include logs, printouts, and a detailed description of exactly what happened. Give conditions that existed when the problem occurred. If detailed information is not provided, the problem solution may not be found. For changes to the system based on a need, include a description of how the proposed fix will satisfy the need.

15.4.1.6. (Added) BLOCK 16. Impact: State the impact of not correcting the deficiency or satisfying the need identified in BLOCK 15.

15.4.1.7. (Added) BLOCK 17. Proposed solution: State known constraints/assumptions/proposed solutions.

15.4.1.8. (Added) BLOCKS 18-25. Units leave blank.

15.4.2. (Added) Approval Authority. Units will designate an approval authority to review all proposed changes prior to submission to 20 AF. The designated authority must ensure that all pertinent data is