

**BY ORDER OF THE COMMANDER  
20TH AIR FORCE**

**20TH AIR FORCE INSTRUCTION 24-1**

**20 FEBRUARY 2004**



**Transportation**

**TRANSPORTATION CONTROL CENTER (TCC)  
OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes Transportation Control Center (TCC) guidance for Twentieth Air Force Intercontinental Ballistic Missile (ICBM) units. It outlines 20 AF and unit responsibilities. Units may supplement this instruction as needed. 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, Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, *DoD Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information.

**1. Terms Explained:**

- 1.1. Certification. Certify controller tasks in AF Form 797.
- 1.2. Missile complex. Area encompassing all missile squadrons at a unit.
- 1.3. Military vehicle. Includes owned and leased military/government vehicles assigned or used by the unit.
- 1.4. Roadmaster. Liaison between TCC and wing leadership providing additional operational risk management (ORM) measures for vehicle travel in the missile complex.

**2. TCC Activities.** TCC serves as the unit commander's single agency for tracking military vehicle movement(s) in the missile complex.

- 2.1. TCC will operate 24 hours a day, 7 days a week.
- 2.2. When equipped, use Global Positioning System (GPS) tracking system to track military vehicle movements in the missile complex.
- 2.3. Monitor and track all military vehicle movements within the missile complex. Keep

Roadmaster informed of significant changes or events effecting travel in the missile complex.

2.4. Monitor vehicle incidents that may impact unit personnel or unit's ability to conduct Operations.

2.5. Track and record missile complex road conditions, and alert Roadmaster and all teams traveling in the missile complex of road and weather condition changes.

2.6. Increase satellite surveillance of Protection Level 1 movements to 2 minutes at Force Protection Condition "Charlie."

### **3. Twentieth Air Force will:**

3.1. Develop TCC inspection checklists.

### **4. Units will:**

#### **4.1. Wing commander or designated representative will:**

4.1.1. Provide, maintain and equip a TCC facility.

4.1.2. Assign a TCC OIC and/or NCOIC.

4.1.3. Authorize travel in road condition RED per 20 AFI 91-1.

4.1.4. Implement, as required, ORM driver risk assessment procedures and take steps to mitigate moderate to high-risk situations.

#### **4.2. Group commanders, or designated representative, will:**

4.2.1. Authorize travel in road condition YELLOW per 20 AFI 91-1.

4.2.2. Implement, as required, wing-approved ORM driver risk assessment procedures and take steps to mitigate moderate to high-risk situations.

#### **4.3. TCC OIC and/or NCOIC will:**

4.3.1. Ensure TCC controller training program is implemented.

4.3.1.1. Appoint a TCC instructor

4.3.1.2. Certify tasks in controllers training records.

4.3.2. Ensure TCC has direct communication links with Roadmaster, Missile Security Control (MSC), Missile Maintenance Operations Center (MMOC) and Wing Command Post.

4.3.3. Establish procedures for updating Roadmaster on road and weather condition changes and military vehicle incidents in the missile complex.

4.3.4. Develop and maintain local OIs, emergency action checklists/quick reaction checklists as required.

4.3.5. Develop procedures to support battle staff operations.

4.3.6. Establish procedures to track all military vehicles operating in the missile complex.

4.3.7. Establish qualification requirements for personnel assigned to TCC. All TCC personnel must have a valid security clearance.

- 4.3.8. Implement procedures to ensure immediate relay of emergency information to lateral, subordinate and, if necessary, civilian agencies.
- 4.3.9. Establish vehicle tracking priorities. Protection Level 1 movements will receive priority over all other vehicle movements.
- 4.3.10. Establish procedures to determine status of trips stopped for more than 10 minutes during GPS tracking when their status is unknown.

## **5. TCC Controllers will:**

- 5.1. Track all military vehicles operating in the missile complex and follow established tracking priorities.
  - 5.1.1. Track team departure and arrival times.
  - 5.1.2. Continuously track all Protection Level 1 movements in conjunction with MSC via GPS. Increase satellite surveillance of Protection Level 1 movements to 2 minutes at Force Protection Condition “Charlie.”
- 5.2. Update Roadmaster on road and weather conditions and military vehicle incidents in the missile complex. Notify Roadmaster of moderate to high-risk driver situations.
- 5.3. Not delay Security Forces personnel responding to alarm situations regardless of road/weather conditions per 20 AFI 91-1.
- 5.4. Obtain periodic road and weather conditions from missile alert facilities and trips traveling within the missile complex.
- 5.5. Promptly notify Wing Safety office of military vehicle related mishaps and accident scene location information.
- 5.6. Initiate procedures to determine reason for stop when, for an unknown reason, a trip is stopped for 10 minutes or more during GPS tracking,
- 5.7. Coordinate with Roadmaster to authorize use of secondary routes. Follow guidance contained in 20 AFI 91-1.
- 5.8. Maintain a comprehensive map of road and weather conditions in the missile complex to assist Roadmaster in assessing risk.

## **6. TCC Instructor(s) will:**

- 6.1. Implement a TCC controller training program.
  - 6.1.1. Conduct and document initial controller training.
  - 6.1.2. Conduct and document recurring and remedial controller training, as necessary.
- 6.2. Develop and maintain lesson plans for all TCC tasks.

6.2.1. Review lesson plans annually and document review.

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