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Operations

**COMMAND POST PRIME KNIGHT
TRANSIENT MISSION MANAGEMENT
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 35 FW/CP (MSgt Pieknik)

Certified by: 35 FW/CP (Major Herman)

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This instruction establishes guidance to effectively manage transient aircraft at Misawa Air Base.

1. CP. CP is responsible to ensure necessary support is provided to, and serves as primary POC for, PACAF Air Mobility crewmembers arriving/departing Misawa Air Base. Timely and accurate coordination is essential to achieve effective mobility management. These aircraft include KC-135, KC-10, C-130, C-9, C-12, C-21, etc; aircraft that carry fuel, passengers and/or cargo.

2. Command Post (CP). CP will manage the overall execution of these missions while the Maintenance Operations Center (MOC) will oversee all fuel-related activities.

3. CP. CP controllers are responsible for accurately coordinating mission execution. These duties include, but are not limited to:

3.1. Each midnight shift the senior controller will process a mission summary to cover a 24-hour period in accordance with the shift checklist.

3.1.1. Print a single mission display Command and Control Information Processing System (C2IPS) for all missions and build a mission folder for all missions scheduled to remain over night (RON).

3.1.2. Initiate the appropriate Quick Reaction Checklist (QRC), and try to obtain as much of the information as possible. As changes occur or become available, make the appropriate notifications IAW the checklist.

3.1.3. The following should be performed prior to 0400L daily.

3.1.3.1. Aircrews are responsible for faxing copies of their orders to PACAF CPs when remaining over night. Obtain a copy of the crew orders for all RON crews from the crew's home station, or from its last RON station (in that order) and fax to billeting. Always ensure billeting receives the fax. Keep them advised of any significant mission changes/cancellations

so they can release the rooms if we no longer need them.

3.1.3.1.1. For RON crews that will not be returning to home station, fax a copy of the crew orders to the next RON location.

3.1.3.2. Perform a complete mission review with air terminal operations center (ATOC): It is imperative that ATOC has the latest, most accurate information on all mobility missions. Highlight/workout any potential problems at that time.

3.1.3.3. Ensure MOC is aware of tail number and ETA of aircraft requiring refueling support.

4. Command Post Controllers. CP Controllers will use C2IPS to determine missions transiting Misawa AB and any support that may be necessary. Controllers will enter all:

- Arrival Messages

- Departure Messages

- Delay times, codes, and remarks as appropriate for positive mission control. Controllers must coordinate with aircrews and supporting base agencies to determine this information for missions departing more than 14 minutes past the scheduled time of departure. Notify the PACAF AMOCC immediately of any problems or mission deviations.

5. Inbound Missions. Crewmembers must make calls to the Command Post when inbound. Refer to the applicable QRC to ensure all aircrew support is provided. Required calls are:

- Two hour out call informing the CP of the ETA, maintenance status, number of passengers and DVs aboard, number of pallets and their weight to include any hazardous cargo

- RON crews will also provide, number of aircrew both officers, enlisted, male, and female.

- If two hours is unrealistic due to short flight duration, aircrews will pass all information once aircraft is one-half hour out (UHF/VHF range).

- When the crew calls in it is essential to take the appropriate action with the information the crew passes. Everything should be set when the aircraft lands.

5.1. After receipt of the final out call pass parking location and advise RON crews that the command post will secure their classified if applicable, and to call us when they arrive at their lodging location so we can annotate their room and phone numbers on the status board. For missions that will quick-turn, try to get as much of the cargo, passenger and maintenance information as soon as possible and pass to ATOC and MOC, i.e., seat release and fuel requirements. Aircrews should provide land times, block times, and any pertinent updates that may affect their mission.

5.1.1. Controllers will pass load information to ATOC and relay Misawa requirements back to the aircrew i.e. seat release, upload/download information, parking spot etc.

5.1.2. Base Operations is responsible for notifying customs personnel from the Security Forces Squadron (SFS). Notify Base Operations and Law Enforcement if ETA changes.

5.1.3. Transient Alert has Operating Procedures that cover fleet service for aircraft IAW BOPS FWI 13-201.

5.1.4. Flight meal menus can be obtained through the Flight Kitchen.

5.2. Pre Crew rest briefing. When the crew calls in from billeting/hotel, support any requests possible. Get the crew's building/room number, phone number, and ask when they want their crew bus if not previously accomplished.

6. Pre-launch sequence (RON aircraft only). The Pre-Launch support is provided to crewmembers who originate from or RON at Misawa AB.

6.1. C2IPS must be checked for mission changes.

6.1.1. Air Terminal Operations Center, Base Operations, and/or Transient Alert will notify the command post if information is received which may affect mission timing i.e. aircraft maintenance problems.

6.1.2. Aircrew Flight Plans can be obtained via fax from TACC or HQ PACAF/AMOCC.

6.1.3. Weather Support will be provided directly to the aircrews IAW BOPs FWI 13-201.

6.1.4. Contact 35 FW/TRANS as soon as the aircrew requests transportation.

6.2. Aircrew Alerting. Aircrews will coordinate with HQ PACAF/AMOCC for any changes to mission timing. Controllers will provide any communications support requests from aircrews.

6.2.1. Once a crew has an established Legal for Alert (LFA) and is released they must not be disturbed except for emergencies. If this happens the crew will reenter crewrest and be given an additional 12 hours until the next LFA.

6.2.2. Self Alerts. Self-alert is the normal procedure at Misawa AB. Any deviations will be coordinated with and approved by AMOCC.

6.2.3. Back-end crews. Back-end crewmembers are normally support personnel that are not directly involved with the actual flying of the mission, i.e., crew chiefs. Back-end crewmembers do not have the same restrictions on crewrest; their crewrest may be interrupted if the situation warrants.

7. The following are the normal ground/alert times. This is just a guide; some mission types are authorized up to 5 hours from alert time to departure. Contact AMOCC if you have questions.

Table 1. Mission Planning Ground Times

MISSION PLANNING GROUND TIMES				
	C-130	KC-135	C-12/21	C-9
Basic Crew Duty Day (CDD)	16+00	16+00	14+00	16+00
Augmented CDD	18+00	24+00	N/A	N/A
Crew Alert	3+15	4+15	3+00*	3+00*
Minimum Crew Rest	16+00	17+00	15+45	15+00
Minimum Crew Rest Cargo	16+00	17+00	15+45	15+00
Refuel Only	2+15	3+15	1+30	1+00
Onload/Offload/Refuel	2+15	4+15	1+30	AMOCC
K-Divert	16+00	17+00	AMOCC	AMOCC
J-Divert	17+15	18+15	AMOCC	AMOCC

* This includes post launch and pre launch

7.1. KC-135s on Coronet missions have different ground times and alerting procedures. The Tanker Planner for a given Coronet mission is responsible for coordinating these procedures with the resident AMCC. Due to AMC having control of Coronet missions, and the intermixing of PACAF and AMC tankers during a Coronet fighter move, normally the Tanker Planner coordinates with the Air Mobility Coordination Centers for base support and command and control issues.

7.2. C-21 and C-12 DV support missions may deviate from planned departure times as necessary for DV requirements.

8. Diplomatic Clearances (Dips). Contact HQ PACAF/AMOCC if the aircrew needs assistance with dips.

9. Prior Permission to Land (PPRs). PPRs into Misawa. PPRs are managed by Base Operations. If there is any conflict, contact them as soon as possible.

10. PPRs for downline stations. Some downline stations also require PPRs for military aircraft to land. Direct questions concerning PPRs to AMOCC as soon as possible.

11. Transient Alert (T/A) & ATOC Operations. The T/A and ATOC will monitor the status on all non-AMC aircraft transiting Misawa from the time it arrives until it departs.

11.1. T/A and ATOC will be the focal point for all maintenance, supply, fuel, and parking for all transient aircraft. This status will be maintained until the aircraft departs Misawa.

11.2. T/A and ATOC must aggressively pursue any maintenance problems associated with transient aircraft and follow-up as necessary. All updates will be passed to the CP controllers as information becomes available.

11.3. When the aircraft arrives, the MOC Coordinator will ensure the Fuels shop receives fuel requests and requirements.

12. Deviations. Mission deviations occur when the aircraft departs 15 minutes or more past the delay start time (DST). DST for missions that originate at Misawa is the same as scheduled departure time. DST for missions that transition through Misawa that arrive either on-schedule or ahead of schedule is also the scheduled departure time. However, to determine the DST for missions that transition through Misawa that arrive late, you add the scheduled ground time to the aircraft block-in time.

12.1. The following must be updated in C2IPS as soon as possible when a mission departs late by 15 minutes or more from Misawa.

12.1.1. Input the appropriate delay prefix, either X or L. Use the X-prefix when the mission departs 15 minutes or more after its DST. Use the L-prefix when the mission departs 15 minutes after its scheduled departure time, but less than 15 minutes after its DST.

12.2. Input the appropriate deviation code using the tables in AMCI 10-202, Vol VI.

Do a thorough search to ensure the correct code is selected. Do not use codes: 116-120, 150-153, 190-198, 600 series, 700-999. Except for 500 series delays, you don't need approval to assign a particular code, however, always brief the responsible agency that you are assigning a delay to them. The following is a list of codes that are commonly used.

12.2.1. Supply--126. Use this code when, if the part was on-hand the aircraft could have returned to FMC status and departed on schedule. The first five character of the narrative remarks must be the Work Unit Code (WUC). MOC will provide this information.

12.2.2. POL--127. Use this code when POL duties performed/not performed resulted in a late departure.

12.2.3. Maintenance--128. Use this code when the aircraft delays for maintenance. The first five characters of the narrative remarks must be the WUC followed by the actual maintenance discrepancy, and finally the corrective action. Example: 23ABC FLIGHT CONTROL COMPUTER INOP; R2 COMPUTER. The aircrew, HQ PACAF/AMOCC, or HQ AMC/TACC can provide WUC assistance.

12.2.4. Miscellaneous--199. Use the 199 code only if after a thorough search through the table reveals a code does not exist, or the delay was directed by AMOCC, or a result of their actions.

12.2.5. Command Post--239. Use this code when the actions of, or the lack of actions by the C2 controller caused the mission to delay. If you know or suspect that a 239 may occur, contact the CP or WOC superintendent immediately.

12.2.6. The narrative remark must stand on its own. Do your best to explain exactly what occurred that resulted in a late departure; don't just restate what the deviation code says. Lack of information can and will result in numerous phone calls back to the CP from HHQ.

12.2.7. Delay time is the amount of time the mission departed after its DST.

12.2.8. Contact PACAF AMOCC or HQ AMC TACC for clarification or confirmation on which Delay Code is assigned.

13. Any airlift or tanker mission that arrives or departs Misawa that is not in C2IPS/GDSS needs to be annotated in the printed schedule produced by controllers and held open until the mission departs this station.

14. Conference Hotel. Conference Hotel is a communications conference available to aircraft commanders to assist in coping with in-flight emergencies and other conditions that require expertise not available aboard the aircraft. QRC C.3 & C.3A cover Conference Hotel Procedures. These QRCs are reviewed quarterly by all controllers IAW the Quarterly QRC & OI program in place at this command post. The conference is initiated only at the request of the aircraft commander. Conferences are convened at the lowest level where the necessary expertise is available. Do not elevate this conference for the sole purpose of keeping the next higher headquarters informed.

14.1. Aircraft commanders will request a Conference HOTEL from the nearest unit CP, AMCC, TACC or the AMOCC, as appropriate. On initial contact, the aircraft commander will provide the controllers with all pertinent information (time permitting):

14.2. When a Conference HOTEL is requested, the CP will immediately initiate actions to establish the conference. The number of participants will vary according to the situation and problem involved. After initiating the conference, controllers will stress to conferees that the problem involves an AIRBORNE EMERGENCY and technical assistance is required.

14.3. Controllers will exercise Conference HOTEL procedures monthly with all local conferees and log the results to include any discrepancies and follow-up actions. At least once a quarter, conference tests will be elevated to the next higher headquarters. This requirement is listed in the 8-hour mid and 12-hour night shift checklists. Evaluation factors include conferee availability, readability, voice communication quality, and the amount of time taken to establish the conference. Conferences must be established within 10 minutes of notification.

15. Critiques of command posts and aircrews. The following critiques can be found on the "Execution-XOC" section of the AMOCC website: <https://www.cidss.af.mil/amocc/xoc/html/xoc.html>. After this webpage is opened, click on applicable critique form "AIRCREW CRITIQUE OF COMMAND POST" or "COMMAND POST CRITIQUE OF AIRCREW". In order to maintain chain of command integrity, the originating individual will provide the critique to their supervisor/commander in a timely manner.

15.1. For critiques of command post by aircrew personnel, inform the superintendent, CP Chief and email <mailto:pacaf.amocc.xoc@cidss.af.mil>.

15.2. For critiques of aircrew by command post personnel, inform the superintendent, CP Chief and email <mailto:pacaf.aos.aoco@cidss.af.mil>.

16. Prime Knight Program. This program is designed to provide transportation, billeting and meals to crews who remain over night. The CP chief will ensure procedures in this document are accomplished to be certain transient crews receive the best possible service consistent with current manning and operations. This instruction has been validated through the affected agencies to accommodate the relationship

between the command post and these agencies in executing the appropriate PACAF transient mission support.

LOYD S. UTTERBACK, Brig Gen, USAF
Commander