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**Operations Support**

**COMMAND AND CONTROL INFORMATION  
PROCESSING SYSTEM (C2IPS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This regulation establishes policies and procedures for C2IPS operations and applies to the 437th Airlift Wing (AW), Communications Squadron Base Network Control Center (CS/SCUN), Command Post (CP), Maintenance Aircraft Coordination Center (CP/MACC), Operations Support Squadron Current Operations (OSS/OSO), Tactics (OSS/OSK), Base Operations (OSS/OSA), Weather Flight (OSS/OSW), Intelligence (OSS/OSN), Life Support (OSS/OSOL), Wing Training (OSS/OSOT), Logistics Support Squadron Plans and Scheduling (LSS/LGP), Plans (XP), 14th, 15th, 16th and 17th Airlift Squadrons, 315th Reserve Airlift Wing (AW), Aerial Port Squadron Air Terminal Operations Center (APS/TROO), Special Operations (OG/OGS), Transportation (LGTO) and Medical Control Center (MDG/SGS).

**1. General.** The accurate and timely submission of data is required to provide Higher Headquarters AMC, Twenty-first Air Force, and worldwide airlift operations the ability to quickly and accurately handle the airlift mission.

**2. Responsibilities.**

2.1. The 437 CS C2IPS System Administrators (SCUN) will:

2.1.1. The system administrators (SAs) are responsible for the continuing operations of C2IPS. They handle all system problems with the communications processor (CP), the file server (FS) and the fiber-optic Local Area Network (LAN).

2.1.2. The SAs are also responsible for any hardware and software problems associated with C2IPS.

2.2. The 437 AW Command Post/Operations (CP) will:

2.2.1. Release arrival/departure messages for aircraft on AMC missions.

2.2.2. Assign delay codes as required.

- 2.2.3. Ensure all information is present in the arrival/departure message and transmit it IAW AMCR 55-3, Vol. 6, Global Aircraft Movement Reporting.
  - 2.2.4. Ensure all DOC Sequence of Events (SOEs) are complied with and documented.
  - 2.2.5. Monitor C2IPS to ensure all base agencies enter information IAW this regulation.
  - 2.2.6. During non-duty hours, load add-on missions for the next day into C2IPS as directed by the Tanker Airlift Control Center (TACC).
  - 2.2.7. During non-duty hours, ensure that missions deleted by TACC have been deleted from the C2IPS system. Coordinate deleting the mission from C2IPS with the Current Ops bookie as soon as time permits.
  - 2.2.8. During non-duty hours, ensure that all locally generated missions that have been canceled are deleted from the C2IPS system.
  - 2.2.9. Establish internal operating procedures and train all assigned controllers in the use of C2IPS.
- 2.3. 437 AW Command Post/Maintenance Aircraft Coordination Center (CP/MACC) will:
- 2.3.1. Enter block times when notified by maintenance personnel.
  - 2.3.2. Assign parking locations to inbound AMC aircraft.
  - 2.3.3. Update aircraft maintenance status and discrepancy information.
  - 2.3.4. Ensure all LGMACC Sequence of Events (SOEs) are complied with and documented.
  - 2.3.5. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.4. The 437 OSS Current Operations (OSO) will:
- 2.4.1. Ensure all 437 AW missions are loaded into C2IPS and released for monitoring to all base agencies no later than 1500L the day prior to the mission.
  - 2.4.2. Ensure all scheduled transient aircraft are loaded into C2IPS and released for monitoring to all base agencies no later than 1500L each day.
  - 2.4.3. Ensure all 437 AW missions and scheduled transient aircraft missions for the weekends (Saturday, Sunday, Monday and Tuesday for holiday weekends) are loaded into C2IPS and released for monitoring to all base agencies no later than 1500L every Friday.
  - 2.4.4. Ensure all missions released for monitoring transfer to the outbound screen of C2IPS. (This is the screen all base agencies use to monitor outbound missions.)
  - 2.4.5. Ensure Diplomatic Clearance information is loaded into C2IPS.
  - 2.4.6. Ensure aircraft tail numbers have been assigned by Plans and Scheduling.
  - 2.4.7. Ensure fragged fuel load and configuration data are entered.
  - 2.4.8. Enter alert time into the DST block.
  - 2.4.9. Review and release 437 AW missions as required.
  - 2.4.10. During duty hours, ensure that mission canceled by TACC have been deleted from the C2IPS system.

- 2.4.11. During duty hours, ensure that all locally generated missions that have been canceled are deleted from the C2IPS system.
- 2.4.12. Establish internal operating procedures and train all assigned personnel in the use of C2IPS.
- 2.5. 437 OSS Tactics (OSK) will:
  - 2.5.1. Input all 437 AW JA/ATT and other tactics assigned missions into C2IPS as required.
  - 2.5.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.6. 437 OSS Base Operations (OSA) will:
  - 2.6.1. Ensure all arrival and departure times are entered into C2IPS.
  - 2.6.2. During non-duty hours enter transient missions into C2IPS as required.
  - 2.6.3. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.7. 437 OSS Weather Flight (OSW) will:
  - 2.7.1. Monitor C2IPS for mission departures that require weather briefings.
  - 2.7.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.8. 437 OSS Intelligence (OSN) will:
  - 2.8.1. Monitor C2IPS for mission departures that require intelligence briefings.
  - 2.8.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.9. 437 OSS Life Support (OSOL) will:
  - 2.9.1. Monitor C2IPS for aircraft departures and arrivals to identify life support requirements.
  - 2.9.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.10. 437 OSS Wing Training (OSOT) will:
  - 2.10.1. Monitor C2IPS for aircraft arrivals and departures to identify training requirements and training accomplished.
  - 2.10.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.11. 437 LSS Plans and Scheduling (LGP) will:
  - 2.11.1. Create aircraft in the C2IPS system.
  - 2.11.2. Assign aircraft tail number to missions originating from Charleston AFB and enter into C2IPS as soon as possible.
  - 2.11.3. Input aircraft parking locations, fuel load, configuration, status, due home date, and enter tail swaps for all 437 AW aircraft departing Charleston AFB into C2IPS as soon as possible.
  - 2.11.4. Ensure the ramp maps are updated or changed as required.
  - 2.11.5. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.12. 437 AW Plans (XP) will:
  - 2.12.1. Monitor C2IPS to identify aircraft arrivals and departures.

- 2.12.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.13. The 14th, 15th, 16th and 17th Airlift Squadrons will:
  - 2.13.1. Enter and assign all crew information, primary and deadhead, to the appropriate missions. Deadhead information should be entered into mission remarks.
  - 2.13.2. Ensure all SG Sequence of Events (SOEs) are complied with and documented.
  - 2.13.3. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.14. 315 AW Mission Scheduling and Operations will:
  - 2.14.1. Plan and input all reserve funded off station training missions. These missions will be forwarded to 437 OSS/OSO for final approval. Enter all crew information, primary and deadhead, to the appropriate missions. Deadhead information should be entered into mission remarks.
  - 2.14.2. Ensure all SG Sequence of Events (SOEs) are complied with and documented.
  - 2.14.3. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.15. 437 APS Air Terminal Operations Center (TROO) will:
  - 2.15.1. Monitor C2IPS for aircraft departures and arrivals to identify Fleet, PAX, and Cargo requirements.
  - 2.15.2. Enter passenger and cargo information into C2IPS NLT 15 minutes after departure.
  - 2.15.3. Ensure all TR Sequence of Events (SOEs) are complied with and documented.
  - 2.15.4. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.16. 437 OG Special Operations (OGS) will:
  - 2.16.1. Input all 437 AW Special Operations Missions (Bi-Lats, JRTs, Special Operation SAAMs, Etc.) into C2IPS as required. These will be input into C2IPS from either the tactics office or the 16th Airlift Squadron.
  - 2.16.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.17. 437 LG Transportation (LGTO) will:
  - 2.17.1. Monitor C2IPS for aircraft departures and arrivals to identify transportation requirements.
  - 2.17.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.18. 437 MDG Medical Control Center (SGS) will:
  - 2.18.1. Monitor C2IPS to identify missions that designated as aeromedical evacuations.
  - 2.18.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.

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