

**1 November 1996**

**Operations**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available in electronic format on the local server. If you lack access, contact your Base Publishing Office.

---

OPR: 92 ARW/CP  
(SrA C. M. Nielsen)

Certified by: 92 ARW/CC  
(Brig Gen Arthur J. Lichte)

Pages: 5  
Distribution: F

---

This instruction establishes policies and procedures for C2IPS operations and applies to the 92d Air Refueling Wing (92 ARW), 92d Communications Squadron Base Network Control Center (92 CS/SCSN), 92 ARW Command Post (92 ARW/CP), 92d Operations Support Squadron Current Operations (92 OSS/OSOK), Tactics (92 OSS/OSK), Base Operations (92 OSS/OSA), Weather Flight (92 OSS/OSW), Intelligence (92 OSS/IN), Life Support (92 OSS/OSOL), Training (92 OSS/OSOT), 92d Logistics Support Squadron Plans and Scheduling (92 LSS/LGLS), 92 ARW Wing Plans (92 ARW/XPL), 92d, 93d, 96th, 97th, and 98th Air Refueling Squadrons, 92d Transportation (92 TRNS/LGTR) and 141st (Guard) Air Refueling Wing.

**1. GENERAL.** The accurate and timely submission of data is required to provide Headquarters AMC, 15th Air Force, and worldwide air refueling operations the ability to quickly and accurately execute the air refueling mission.

**2. RESPONSIBILITIES.**

2.1. C2IPS System Administrator (92 CS/SCBN) will:

- 2.1.1. Be responsible for the continuous operations of C2IPS.
- 2.1.2. Handle all system problems with the communications processor and the file server.
- 2.1.3. Be responsible for any hardware and software problems associated with C2IPS.
- 2.1.4. Establish user accounts for each person having a recurring need to access C2IPS.
- 2.1.5. Coordinate location changes of all hardware (CPU, monitor and printer) prior to the movement.

2.1.6. Coordinate and approve connection of the printer for other than C2IPS usage prior to connecting the printer to any other system.

2.2. C2IPS Functional Area Coordinator (92 ARW/CPO) will:

2.2.1. Ensure all units who possess C2IPS conduct initial and recurring training programs.

2.2.1.1. The primary responsibility for training, however, resides with each unit because the complexity of C2IPS demands functional area expertise.

2.2.1.2. The following units will establish C2IPS training programs:

92 ARW/CP	92 ARW/XP	92 OSS/IN
92 OSS/OSA	92 OSS/OSO	92 OSS/OSW
92 ARS	93 ARS	96 ARS
97 ARS	98 ARS	92 LSS/LGLS
92 TRNS/LGTR		

2.2.2. Collect, analyze, and disseminate feedback on errors/reject messages to the applicable units for corrective action.

2.2.3. Conduct monthly meetings to disseminate the latest guidance on system operation, report on error trends, and to identify those areas requiring training emphasis.

2.2.4. Build C2IPS metric products.

2.3. 92 ARW/CPM (Command Post, Maintenance Aircraft Coordination Center (MACC)) will:

2.3.1. Enter block-in and block-out times when notified by maintenance personnel.

2.3.2. Assign parking locations to inbound wing assigned aircraft.

2.3.3. Assign aircraft tail numbers to missions originating from Fairchild AFB.

2.3.4. Input actual fuel loads on the aircraft.

2.3.5. Update aircraft maintenance status and discrepancy information.

2.3.6. Ensure all SOE are complied with and documented.

2.3.7. Ensure the ramp maps are updated or changed as required.

2.3.8. After normal duty hours input Due Home Date (DHD) and reason remarks for all 92 ARW aircraft departing Fairchild AFB if not already updated in C2IPS by 92 LSS/LGLS.

2.3.9. Establish internal operating procedures and train assigned personnel in the use of C2IPS.

2.4. 92 ARW/CPO (Command Post, Operations Management Center (OMC)) will:

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

2.4.2. Input advisory messages as required.

2.4.3. Determine appropriate deviation indicator and input delay message as required.

2.4.4. Ensure all required information is present in the arrival, departure, delay and advisory messages and transmit IAW AMCI 10-202, Vol. 6, Mission Reliability Reporting System (MRRS).

- 2.4.5. Ensure all Sequence of Events (SOEs) are complied with and documented.
  - 2.4.6. Monitor C2IPS to ensure all base agencies enter information IAW this regulation.
  - 2.4.7. During non-duty hours, load add-on missions for the next day into C2IPS as directed by the Tanker Airlift Control Center (TACC).
  - 2.4.8. 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 Operations duty scheduler as soon as time permits.
  - 2.4.9. During non-duty hours, ensure all locally generated missions that were canceled are properly documented in the C2IPS system. Change call sign to CNX and explain reason for cancel in remarks.
  - 2.4.10. Establish internal operating procedures and train all assigned controllers in the use of C2IPS.
  - 2.4.11. Monitor Incoming Messages for Review. The controllers will correct or contact the OPR for data error correction.
- 2.5. 92 ARW/XPL (Wing Plans Logistics) will:
- 2.5.1. Monitor C2IPS for wing deployment support airlift arrivals and departures.
  - 2.5.2. Monitor organic wing deployment arrivals and departures.
  - 2.5.3. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.6. 92 OSS/IN (Intelligence) will:
- 2.6.1. Monitor C2IPS for departing missions that require briefings.
  - 2.6.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.7. 92 OSS/OSA (Base Operations) will:
- 2.7.1. Input all actual arrival and departure times for 92 ARW aircraft into C2IPS.
  - 2.7.2. Input all transient aircraft actual arrival and departure times for those missions loaded in C2IPS.
  - 2.7.3. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
  - 2.7.4. Input passenger information NLT 15 minutes after departure.
- 2.8. 92 OSS/OSK (Tactics) will:
- 2.8.1. Input all 92 ARW tactics assigned missions into C2IPS as required.
  - 2.8.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.9. 92 OSS/OSOK (Current Operations) will:
- 2.9.1. Ensure all 92 ARW missions are loaded into C2IPS and released for monitoring to all base agencies no later than 1630L the day prior to the mission.
  - 2.9.2. Ensure all 92 ARW missions for the weekends (Saturday, Sunday, Monday) are loaded into C2IPS and released for monitoring to all base agencies no later than 1630L every Friday.

- 2.9.3. Ensure all missions scheduled when Monday is a holiday are loaded and released for monitoring no later than 1630L the prior duty day.
- 2.9.4. 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).
- 2.9.5. Ensure Diplomatic Clearance information is loaded into C2IPS.
- 2.9.6. Ensure scheduled fuel load and configuration data are entered.
- 2.9.7. During duty hours, ensure that missions canceled by TACC have been deleted from the C2IPS system.
- 2.9.8. During duty hours, ensure that all locally generated missions that have been canceled are properly documented in the C2IPS system. Change call sign to "CNX" and explain reason for cancel in remarks.
- 2.9.9. Establish internal operating procedures and train all assigned personnel in the use of C2IPS.
- 2.10. 92 OSS/OSOL (Life Support) will:
  - 2.10.1. Monitor C2IPS for aircraft departures and arrivals to identify life support requirements.
  - 2.10.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.11. 92 OSS/OSOT (Training) will:
  - 2.11.1. Monitor C2IPS for aircraft arrivals and departures to identify training requirements and training accomplished.
  - 2.11.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.12. 92 OSS/OSW (Weather Flight) will:
  - 2.12.1. Monitor C2IPS mission departures for required weather briefings.
  - 2.12.2. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
- 2.13. 92d, 93d, 96th, 97th, and 98th Air Refueling Squadrons will:
  - 2.13.1. Enter and assign all crew information, primary and deadhead, to the appropriate missions.
  - 2.13.2. Ensure all SOEs are complied with and documented.
  - 2.13.3. Establish internal operating procedures and train assigned personnel in the use of C2IPS.
  - 2.13.4. Correct crew data assigned to missions as changes occur.
  - 2.13.5. Review Aircrew Stage Management weekly. Add, change or delete Aircraft Commander information as required.
- 2.14. 92 LSS/LGLS (Plans and Scheduling) will:
  - 2.14.1. Monitor aircraft tail number list in the C2IPS system.
  - 2.14.2. Input DHD and reason remarks for all 92 ARW assigned aircraft departing Fairchild AFB into C2IPS.
  - 2.14.3. Establish internal operating procedures and train assigned personnel in the use of C2IPS.

2.15. 92 TRNS (LGTR) will:

- 2.15.1. Monitor C2IPS for aircraft departures and arrivals to identify transportation requirements.
- 2.15.2. Monitor C2IPS arrival and departure for possible airlift requirements.
- 2.15.3. Ensure all SOEs are complied with and documented.
- 2.15.4. Establish internal operating procedures and train assigned personnel in the use of C2IPS.

2.16. 141 ARW Mission Scheduling and Operations will:

- 2.16.1. Plan and input all guard funded training missions.
- 2.16.2. Plan and enter all AMC directed missions applicable to the 141.
- 2.16.3. Enter all crew information, primary and deadhead, to the appropriate missions.
- 2.16.4. Ensure all 141 SOEs are complied with and documented.
- 2.16.5. Establish internal operating procedures and train assigned personnel in the use of C2IPS.

ARTHUR J. LICHTER Brigadier General, USAF  
Commander