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Operations

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements procedures for the operation of the Command and Control Information Processing System (C2IPS). It establishes 6th Air Refueling Wing (6 ARW) responsibilities for the effective management of Headquarters, Air Mobility Command (HQ AMC) C2IPS. A breakdown of each agency's tasking is also included.

SUMMARY OF REVISIONS

Added procedures required by installation of C2IPS client server. Allowed C2IPS Functional Area Coordinator (FAC) to perform limited account administration duties. Clarified mission creation and update responsibilities. Assigned training and certification responsibilities to all sections. Deleted agencies that no longer operate C2IPS.

1. General. The accurate and timely submission of data is required to provide HQ AMC, 21st Air Force, and worldwide air refueling operations the ability to quickly and accurately monitor and control the refueling and transport missions.

2. Responsibilities.

2.1. Functional Area Coordinator (FAC). The FAC is appointed by and acts as the Wing Commander's (or equivalent) direct representative on all issues concerning C2IPS, including data ownership and data entry responsibilities. The FAC will:

- 2.1.1. Oversee the general operation of C2IPS at the unit.
- 2.1.2. Oversee unit training programs.
- 2.1.3. Coordinate with the Users' Group for any actions needed.

- 2.1.4. Chair the Users' Group.
 - 2.1.5. Provide direction and oversight to the System Administrator (SA).
 - 2.1.6. Be the primary point of contact between HQ AMC and TriCor, Inc., for C2IPS related issues other than help desk requests.
 - 2.1.7. Perform account administration duties for the Command Post (6 ARW/CP).
 - 2.1.8. Review and correct/refer for correction C2IPS errors.
 - 2.1.9. Resolve discrepancies between C2IPS and the Global Decision Support System (GDSS).
- 2.2. The 6th Communications Squadron (6 CS) C2IPS System Administrator. The C2IPS SA deals mainly with the system hardware and software. The SA does not define the operator's roles and responsibilities or ensure the accuracy of the data entered. In general, the SA will:
- 2.2.1. Be responsible for the continuing operations of C2IPS, handling any hardware or software problems that arise.
 - 2.2.2. Handle all system problems with the communications processor and the file server.
 - 2.2.3. Be responsible for any hardware and software problems associated with C2IPS.
 - 2.2.4. The change of location of all hardware must be coordinated with the SA prior to the movement.
 - 2.2.5. Establish user accounts for each person having a recurring need to access C2IPS for offices other than 6 ARW/CP.
 - 2.2.6. The connecting of the printer for other than C2IPS usage must be coordinated with and approved by the SA prior to connecting the printer to any other system.
- 2.3. The 6 ARW Command Post Operations Section (CPO) will:
- 2.3.1. Enter block-in times when notified by maintenance personnel.
 - 2.3.2. Release arrival/departure messages for missions loaded to C2IPS.
 - 2.3.3. Assign parking locations to inbound AMC aircraft.
 - 2.3.4. Input mission advisories and delays.
 - 2.3.5. Assign delay codes as required, following required coordination and approvals.
 - 2.3.6. Monitor C2IPS to ensure all base agencies enter information that meets prescribed formats, notify agencies of missing/incorrect data, and log these contacts in the Command Post Events Log.
 - 2.3.7. During non-duty hours, update changed mission information for all AMC missions.
 - 2.3.8. During non-duty hours, notify the 6th Operations Support Squadron, Current Operations Flight (6 OSS/OSO), duty scheduler of and create short-notice, higher headquarters (including United States Transportation Command, AMC, United States Central Command, and United States Special Operations Command) tasked missions, if input by 6 OSS duty scheduler would delay mission.
 - 2.3.9. Monitor and update Sequence of Events (SOE) entries as required.

2.3.10. Retain responsibility for updating all scheduled mission information beginning at 1630 hours on the previous duty day.

2.3.11. Establish internal operating procedures and train/certify all required controllers in the use of C2IPS.

2.4. The 6 OSS/OSO will:

2.4.1. Ensure all 6 ARW missions for the following week are loaded into C2IPS and released for monitoring to all base agencies no later than the last duty day prior to the execution week.

2.4.2. Ensure all 6 ARW missions, aircrew assignments, and revisions for the next duty day, non-duty periods, and the first duty day following are loaded into C2IPS and released for monitoring to all base agencies no later than 1630L on the preceding duty day.

2.4.3. Ensure all mission revisions to include crew changes are completed by 1630L the day prior to the mission.

2.4.4. Ensure fragged fuel load, configuration, air refueling events data, and scheduled return times are loaded by 1630L the day prior to the mission.

2.4.5. Ensure all missions released for monitoring transfer to the mission management screen of C2IPS, by setting them "Available for Monitoring".

2.4.6. Ensure all coordinated changes for next day missions on "daily corrected" flying schedule and any AF Forms 2407 (Weekly/Daily Flying Schedule Coordination) are inputted into C2IPS by 1630L the day prior to the mission.

2.4.7. During non-duty hours, duty schedulers will carry a laptop computer with C2IPS loaded and appropriate communications hardware/software. In the event there is a non-duty hour sortie add, the duty scheduler will build the sortie from the laptop. After-duty hours, changes to existing sorties will be made in C2IPS by the command post controller.

2.4.8. In the event that duty scheduler input would delay mission or mission monitoring, scheduler may request that 6 ARW/CP create short-notice, non-duty hour missions, and will provide controllers with required data.

2.4.9. Establish internal operating procedures and train/certify all required personnel in the use of C2IPS, to include remote access laptop computer operation for non-duty hour taskings.

2.5. The 6 ARW/CPM Maintenance Aircraft Coordination Center (MACC) will:

2.5.1. Enter block-out times when notified by maintenance personnel.

2.5.2. Monitor and update SOE entries as required.

2.5.3. Update aircraft maintenance status and discrepancy information.

2.5.4. Input actual fuel loads on the aircraft.

2.5.5. Coordinate delay codes and narratives for 6 ARW aircraft with the command post.

2.5.6. Establish internal operating procedures and train/certify assigned personnel in the use of C2IPS.

2.6. The 6th Logistics Support Squadron, Wing Plans, Scheduling and Documentation (6 LSS/PS&D), will:

- 2.6.1. Enter aircraft tail numbers no later than 6 hours prior to scheduled departure.
- 2.6.2. Establish internal operating procedures and train/certify assigned personnel in the use of C2IPS.

2.7. The 6th Transportation Squadron, Readiness Flight (6 TRNS/LGTR), will:

- 2.7.1. Monitor C2IPS for scheduled and actual arrivals and departures to determine, coordinate, and facilitate logistics needs.
- 2.7.2. Enter passenger and cargo information into C2IPS as required for all AMC missions.
- 2.7.3. Establish and maintain training and certification program for all assigned C2IPS operators.

3. C2IPS System Administration Procedures.

- 3.1. User access. Users requiring C2IPS access will submit the completed C2IPS Access Request to the System Administrator (6 CS/SCBNN). The request form is available on the Internet at the following URL: http://c2ips-sa.scott.af.mil/c2ips_rev.htm. (EXCEPTION: Users assigned to 6 ARW/CP will submit access requests to the FAC.)
- 3.2. Troubleshooting. Hardware problems will be called in to 6 CS Job Control (ext 8-2663) for referral to the System Administrator. All other C2IPS problems or concerns will be called in direct to Tri-Cor, Inc., through the Scott AFB Help Desk, DSN 576-4949.

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