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*Operations*

**COMMAND AND CONTROL OPERATIONS  
PROCEDURES**

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This instruction implements AFD 10-6, *Mission Needs and Operational Requirements*. It outlines command and control operating guidelines and procedures for theater air control and air defense systems within PACAF. This instruction applies to Air National Guard (ANG) units when published in the ANGIND2, but does not apply to the Air Force Reserves Command (AFRC).

**SUMMARY OF REVISIONS**

This instruction has been changed to reflect administrative changes deemed appropriate. New or revised material is indicated by a bar (|).

- 1. General.** The procedures outlined in this instruction are designed to provide guidelines for standardization of command and control (C2) operations. The objective is to ensure that theater air control and air defense systems within this command effectively interface with other US/allied systems.
- 2. Scope.** Pacific C2 systems (except Hawaii and Alaska) are combined US/host nation systems and the level of standardization is limited due to the inherent structure of joint, allied, and unilateral command arrangements.
- 3. Policy.** It is mandatory that commanders exchange air defense/theater air control info of mutual interest. Regional commanders, 5 AF (Japan), 7 AF (Republic of Korea), 11 AF (Alaska), 13 AF (Guam), PACAF Operations Support Center (Hawaii), and 154 OG (Hawaii), are responsible to ensure that procedures are established for the conduct of C2 functions.
- 4. Local Publications.** Local publications are required to implement this instruction. These publications will establish specific C2 operations procedures, describe the duties and responsibilities of each duty posi-

tion, and assign the operations positions to be manned under various conditions specifying maximum operations, normal operations, and minimum operations including recall procedures and battle staff manning. Subordinate units should supplement this instruction when more detailed information is required for specific duties and functions.

**5. Letters of Agreement.** Letters of agreement (LOA) with adjacent C2 agencies, air traffic control agencies, and the appropriate agencies, either US or operated/owned by allied nations are encouraged. All letters of agreement will be forwarded to NAF/Wing through command channels for approval prior to implementation. LOAs will be reviewed annually.

**6. Operations Information File.** Units will publish a local instruction to establish an operations information file (OIF). The OIF will be strictly limited to operational information immediately required at the duty position(s) and will not include training plans or documents. Provisions will be made for hot files, temporary information, cross referencing, and unit operations operating instructions (OOIs). Documents not authorized by the OIF instruction are prohibited from inclusion in the OIF except for hot file/temporary information and local OIs specifically required for operations functions at the duty position(s).

*NOTE:* Where required to meet theater demands, title of the operations information file may be changed by local directive.

**7. Positional Checklists and Quick Reference Guides.** The great number of tasks, duties, and responsibilities that C2 system operators are required to accomplish necessitates each USAF operator have immediately available at his/her duty position, checklists and/or quick reference guides that contain appropriate guidance for time/tactical/safety critical actions and decisions.

#### **7.1. Description:**

7.1.1. Checklists prescribe actions that are arranged and normally carried out in sequence to achieve necessary response to particular events.

7.1.2. Quick reference guides provide information that serves the same purpose as checklists, but do not entail sequential actions. Examples include: Charts, maps, diagrams, tables and agency, or equipment listings, etc.

**7.2. Responsibility.** Through the PACAF C2 training or stan/eval channels, units will develop and maintain positional checklists, and quick reference guides.

7.2.1. Units will develop and include locally generated checklists that are applicable to the unit operations.

7.2.2. Each checklist/guide will be titled, numbered, tabbed, dated, and annotated with the appropriate classification and reference/source document(s).

7.2.3. Units will establish review and update procedures to ensure that all checklists/guides are current. The first page of each positional checklist/guide book or binder will list review dates and initials of reviewer.

7.2.4. Units will ensure that checklists/guides used to pass or implement tactical actions/decisions at lateral, superior, or subordinate agencies are complimentary.

**7.3. Required Checklists/Quick Reference Guides.** Units will specify duty positions for which checklists/guides will be maintained. As a minimum, checklist and/or quick reference guides will be

developed for all weapons directors, mission crew commanders, senior directors, surveillance, ICU and other established (MCE/WCE/TCOT/ADLE/TACC/AOC/MCRC) duty officers and technician positions.

7.3.1. Content. As a minimum, the following information will be provided:

7.3.1.1. Weapons Directors/Technician checklists/guides will include emergency procedures (including NORDO), air defense and airspace control information (e.g., scramble, CAP/STOPs, training areas, buffer zones, alerts and warning, etc.), practice intercept information, minimum safe altitude information, search and rescue procedures, air-to-air refueling information (for units whose mission includes AAR) and safe passage/minimum risk, IFF/SIF/Mode 4 procedures, equipment check out/setup procedures, reporting procedures, exercise procedures, and applicable Air Weapons Control procedures.

7.3.1.2. Duty officer/technician checklists/guides will include sensitive reports guidance, appropriate air defense or theater air control information, alerts and warnings/command readiness/emergency actions guidance, equipment procedures and crew/positional changeover.

**8. Forms.** Locally developed forms will be used for mission briefing/debriefings, track overlays, tactical action logs, mission logs, recorders logs, telling sequences, incident report and daily/exercise activity reports, etc., as required.

**9. Logbooks.** Logbooks are the official records of events that occurred during a flight's tour of duty and will reflect an accurate and detailed account of events. The unit will maintain logbooks at the positions designated IAW AFI13-1, Air Defense Volume 3, and may designate other positions for which logbooks are required. The following classification procedures apply:

9.1. Individual entries will be marked according to their classification.

9.2. The logbook will be stamped with the highest classification of its contents at the top and bottom of front and back covers and title page (if any). Each page will be numbered and marked according to the highest classification appearing on it.

9.3. Classification markings will be done in accordance with applicable directives.

9.4. Complete logbooks will be maintained IAW applicable information management directives.

**10. Operations Briefing.** Operations briefings are essential for continuity of C2 operations. The unit will establish procedures to facilitate accomplishment of positional/crew changeover and exercise briefings.

**11. Continuity of Operations.** This concept applies to the preplanned and orderly execution of C2 functions within a specific theater or region. Effective continuity of operations in a degraded air defense/air control environment depends on the smooth transition, i.e., transfer or assumption of C2 responsibilities. Rapid dissemination of command element in charge, location of theater control availability and areas of assignment are critical to effective C2 operational transition. Units will establish guidelines and procedures that support effective continuity of operations for subordinate C2 units.

**12. Duty Restrictions.** Due to limited manning and the 24HR/7 day positional manning requirement, the 607 COS, 610 ACF, 611 ACS, 621 ACS, 623 ACF, and 624 ACF personnel working rotating shifts will

not perform details or additional duties unrelated to the work center. This provision does not apply to personnel in overhead positions or those performing duties based on standard Monday through Friday duty schedule.

**13. Changes.** Recommendations for changes to this instruction will be forwarded through operations channels to HQ PACAF/DOYS.

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