

**BY ORDER OF THE COMMANDER
480TH INTELLIGENCE SURVEILLANCE
AND RECONNAISSANCE WING
(AFISRA)**

480TH ISR WING INSTRUCTION 14-118

6 JUNE 2013

Intelligence



**MISSION MANAGEMENT IN THE AIR
FORCE DISTRIBUTED COMMON GROUND
SYSTEM (AF DCGS)**

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 480 ISR WG/DOO

Certified by: 480 ISR WG/DO
(Lt Col Dennis H. Howell)

Pages: 4

This instruction sets 480th Intelligence, Surveillance, and Reconnaissance Wing (480 ISR WG) policy and provides guidance for conducting, managing, and implementing mission management functions for all Wing missions in accordance with the current Guidance Memorandum to AFISRAI14-153V3, *AF Distributed Common Ground System (DCGS) Operations Procedures*. It applies to all 480 ISR WG personnel who provide support, directly and indirectly, to the Wing's intelligence collection mission. It establishes mission management guidance and ensures compliance with appropriate operational and administrative directives. It also applies to 480 ISR Wing-gained Air National Guard or Air Force Reserve units. Unless otherwise specified in this instruction, 480ISR WG/CC is the waiver authority for this instruction. Request waivers through the appropriate chain of command to 480 ISR WG/CC. Send recommendation for changes on AF Form 847, *Recommendation for Change of Publication*, through channels to 480 ISR WG/DO, 34 Elm Street, Joint Base Langley-Eustis, VA 23665-2092. This publication may be supplemented at any level, but all direct supplements must be routed through the OPR prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at "<https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>". Contact supporting records managers as required.

1. RESPONSIBILITIES.

1.1. 480 Intelligence, Surveillance and Reconnaissance Wing (480 ISR WG).

1.1.1. 480 ISR WG Commander (480 ISR WG/CC) will:

1.1.1.1. Assign 480 ISR WG/Director of Operations (480 ISR WG/DO) as the manager of the 480 ISR WG mission management program.

1.1.2. 480 ISR WG/DO will:

1.1.2.1. Maintain responsibility for the overall execution and management of 480 ISR WG mission management operations.

1.1.2.2. Assign 480 ISR WG/Current Operations (DOO) as the Office of Primary Responsibility (OPR) for mission management within the Wing.

1.1.3. 480 ISR WG/DOO will:

1.1.3.1. Maintain oversight of mission management for all subordinate units.

1.1.3.2. Interpret Higher Headquarters (HHQ) direction, and establish /disseminate mission management program policies and guidelines to subordinate units.

1.1.3.3. Consolidate operations tempo/personnel tempo (OPSTEMPO/PERSTEMPO) metrics from AF DCGS units into a single report and provide the report to AFISRA/A3O IAW AFISRAI 14-153v3.

1.1.3.4. Perform trend analysis of OPSTEMPO/PERSTEMPO metrics to identify possible areas of concern, to include poor personnel management.

1.1.3.5. Forward waiver requests from subordinate groups to 480 ISR WG/CC for approval and subsequently, store the originals and provide the unit with a scanned or faxed signed copy.

1.1.3.6. Review subordinate unit supplements to this instruction, making recommendations as necessary.

1.1.3.7. Conduct unit Staff Assistance Visits (SAVs) to subordinate units.

1.1.3.8. Submit requests for personnel support from outside organizations to subordinate groups for activities such as exercise support, test support, and others.

1.1.4. 480 ISR WG Groups will:

1.1.4.1. Provide oversight and guidance on day-to-day execution of their subordinate squadrons.

1.1.4.2. Consolidate OPSTEMPO/PERSTEMPO metrics from subordinate squadrons into a single report and provide the report to 480 ISR WG/DOO no later than the 5th duty day of the month following the period covered in the report. This responsibility may be delegated to an Operations Support Squadron, as applicable.

1.1.4.3. Consolidate mission hour waiver requests from subordinate units into a single request for the Group and submit the request to 480 ISR WG/DOO for coordination and approval no later than the 5th duty day of the month following the month for which the waivers are being requested. This responsibility may be delegated to an Operations Support Squadron, as applicable.

1.1.4.4. Ensure requests for personnel support that originate outside the Wing are only fielded when received from the 480 ISR WG/DOO.

1.1.5. Squadron DO will:

1.1.5.1. Manage and execute day shop responsibilities assigned in this instruction.

1.1.6. Operations Mission Management will:

1.1.6.1. Act as the focal point for their respective unit mission management programs.

1.1.6.2. Develop and maintain a unit instruction on unit-specific mission management procedures and forward a copy of all local policies to 480 ISR WG/DOO no later than 30 days from date of publication/revision.

1.1.6.3. Request and/or coordinate mission management program SAVs with 480 ISR WG/DOO.

1.1.7. Unit Operations scheduling will:

1.1.7.1. Track mission hours for all operations personnel IAW AFISRAI 14-153v3, and no later than the 25th of each month provide 480 ISR WG/DOO the number of operators projected to exceed the monthly steady state mission hour limit. No later than the 5th duty day of the month, units will submit a mission hour waiver request for all operators that exceeded the monthly steady state mission hour limit during the previous month through command channels to the 480 ISR WG for approval by the 480 ISR WG/CC, or designated representative.

1.1.7.2. Submit OPSTEMPO/PERSTEMPO metrics to their parent group in sufficient time to allow the group to consolidate all inputs and provide a consolidated report to 480 ISR WG/DOO by the 5th duty day of the month following the period covered in the report.

1.1.8. Squadron Mission Management Program Managers will:

1.1.8.1. Ensure unit compliance with USSIDs and HHQ instructions.

1.1.8.2. Act as the unit focal point for all mission management issues and coordinate with higher headquarters concerning issues that cannot be resolved at the unit level.

1.1.8.3. Perform annual self-assessments. Coordinate and request Mission Management staff assistance visits with higher headquarters as needed.

1.1.8.4. Review Air Force Intelligence, Surveillance, and Reconnaissance Agency(AFISRA) Inspector General (AFISRA/IG) reports from other unit inspections and incorporate potentially beneficial methods/ideas into local programs.

JEFFREY A. KRUSE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFISRAI 14-153V3, *AF Distributed Common Ground System (DCGS) Operations Procedures*,
15 March 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

480 ISR WG—480th Intelligence, Surveillance, and Reconnaissance Wing

AFISRA—Air Force Intelligence, Surveillance, and Reconnaissance Agency

CC—Commander

DO—Director of Operations

HHQ—Higher Headquarters

IAW—In Accordance With

OPR—Office of Primary Responsibility

OPSTEMPO—Operations Tempo

PERSTEMPO—Personnel Tempo

SAV—Staff Assistance Visit

USSID—United States Signals Intelligence Directive