

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AETC INSTRUCTION 13-101, Volume3

27 MAY 2014



Nuclear, Space, Missile, Command and Control

BATTLE MANAGEMENT OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AETC/A3VO

Certified by: HQ AETC/A3V
(Mr. Kurt S. Anders)

Supersedes: AETCI 13-101 Volume 3, 24
May 2012

Pages: 18

This instruction implements policy guidance in AFPD 13-1, *Command and Control Enterprise (C2E)*. It outlines the requirements for maintaining an operations information file (OIF) for all battle management weapon systems assigned to AETC. It applies to all personnel, to include commanders, operations supervisors, instructors, and students (initial qualification training [IQT], graduate, and undergraduate) assigned or attached to the unit who perform air battle manager, weapons director, interface control technician (ICT), electronic protection technician (EPT), surveillance technician (ST) or weapons technician duties during live missions. Commanders are responsible for complying with and implementing procedures set forth in this document. This instruction also applies to ANG units gained by AETC, and all 13B, 1C5X1, and 1C5X1D ANG personnel assigned or attached to AETC. This instruction does not apply to Air Force Reserve Command (AFRC) units.

Units may supplement this instruction in accordance with AFI 33-360, *Publications Management Program*. AETC units will coordinate their supplement to this instruction with HQ AETC/A3V before publication and forward one copy to HQ AETC/A3V after publication. Each ANG unit will coordinate its supplement with NGB/A3Y before publication and forward one copy to HQ AETC/A3V and NGB/A3Y after publication. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through stan/eval channels, to HQ AETC/A3V. For ANG units, send comments and suggested improvements to this instruction on

AF Form 847 through channels to NGB/A3Y, 3500 Fetchet Ave, Joint Base Andrews, MD 20762. This instruction prescribes and directs the use of AF Form 4145 and 4146.

For 173 OSS/C2 purposes, references to squadron commander will be fulfilled by 173 OSS/CC; references to director of operations will be fulfilled by 173 OSS/OSO. For 173 OSS/C2, references to operations group will be HQ AETC/A3V. All OG/OGV requirements applicable to 337 ACS will be performed by 33 OLB/OGV.

Point of contact for guidance about information contained in this publication is Mr. Joe Land, HQ AETC/A3V.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This publication is substantially revised and must be reviewed in its entirety. Major changes include incorporation of the 607 ACS and adding Surveillance Technician, Electronic Protection Technician, Interface Control Technician applicability throughout; Corrects track symbology and sensor data requirements from 3NM to 2NM (paragraph 1.4.1.2); Adds the AF Form 4145, Daily Activity Log (paragraph 1.4.2); adds the AF Form 4146, Mission Briefing Guide (paragraph 1.4.3); revises OIF library from three volumes to five (Chapter 2); and adds Voice Tell Formats (Attachment 3).

Chapter 1

OPERATIONS

1.1. General. The squadron DO is responsible for ensuring operations personnel are trained, equipped, and available to execute the tasks associated with the unit's training mission. **(T-2)** This volume, in conjunction with other governing directives, prescribes procedures for DO's to employ at AETC's battle management units under most circumstances. It is not a substitute for sound judgment. Throughout this document, the term "operations personnel" is defined as all personnel, to include commanders, operations supervisors, instructors, and students (initial qualification training [IQT], graduate, and undergraduate) assigned or attached to the unit who perform battle management duties during live missions.

1.1.1. **Waivers.** Policy and procedures are enacted to provide for quality and consistency in training and evaluation. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. At the same time, because it is important to preserve fidelity of training, evaluation, and policy implementation throughout the command, a process must be established for review of proposed waivers. Waivers that change the intent of the policy outlined in this instruction are not authorized without AETC/A2/3/10 (T-2) approval. Unless otherwise stated in this document, Wing/CCs (T-3) are the approval authority for individual personnel exceptions to the policy outlined in this instruction caused by special or unusual circumstances.

1.1.2. AETC units will coordinate waivers through AETC/A3V. **(T-2)** Squadron commanders will submit all T-2 waiver requests through command channels in electronic format. **(T-2)** Waiver requests must provide justification why the individual or unit cannot comply with requirements. **(T-2)** Units will file a copy of approved written waivers to this volume according to AFI 33-360, Publications and Forms Management. **(T-1)** Approved waivers affecting crewmembers must be written into the Additional Comments area of the AF Form 8. **(T-2)**

1.1.3. The OG/CC of local supplements will handle waivers to unit supplemental guidance. **(T-3)**

1.2. Squadron Standards. To ensure unit personnel are familiar with the DO's mission execution expectations for students and cadre, each unit will establish and publish Squadron Standards. **(T-2)** These standards provide the baseline procedures for conducting mission planning, briefing, execution, and debriefing. Copies of unit Squadron Standards will be forwarded to AETC/A3V upon publication. Squadron "voice tell" standards will be IAW United States Message Text Format (USMTF), and Attachment 3, "Voice Tell Formats". **(T-1)**

1.3. Squadron Duty Officer (SDO) Program. (N/A 173 OSS/C2). The SDO program facilitates coordination between the control facility, Wing scheduling, Supervisor of Flying (SOF), and fighter units. SDOs make current operations decisions on behalf of the Commander and DO with regard to mission execution.

1.3.1. Squadrons will develop and implement their own SDO program to meet the need of their specific Wing. **(T-2)**

1.3.2. Squadrons will establish certification criteria for SDOs. **(T-2)** At a minimum, SDOs will be BMC Air Weapons Officers (AWO)/Weapons Directors (WD) (exception, 607 ACS 1C571Ds may perform duties with SQ/CC approval). **(T-2)** AR certification is desired (if live AR missions are conducted at the unit).

1.3.3. Squadrons will establish a training program for SDOs. **(T-2)** At a minimum, review all applicable regulations that are related to safe operations and observe two sessions with a qualified SDO. **(T-2)** Squadron Operations Officer and/or Commander will meet with SDOs in training to provide guidance and expectations on SDO responsibilities. **(T-2)** Once all established training requirements are complete, certify SDOs on Letter of Xs. **(T-2)**

1.3.4. SDOs will assume duty no later than one hour before first scheduled takeoff that the unit will control, and remain available through the entire daily flying schedule until the last scheduled control mission is handed off to ATC. **(T-3)**

1.3.5. SDOs will lead a step brief with all controllers, Weapons Technicians (WT), Interface Control Technicians (ICT), Surveillance Technicians (ST), and Electronic Protection Technicians (EPT) prior to mission execution. **(T-2)** At a minimum, SDOs will ensure controllers are signed off on latest Flight Crew Information Files (FCIF), Special Interest Items (SII), DNIF/DNIC status, Risk Management (RM) checklist, and will notify controllers of any applicable mission changes (callsign, timing, airspace, etc.). **(T-2)**

1.3.6. If equipment is available, SDOs will monitor the local SOF frequency and should have a tunable radio to monitor alternate frequencies. **(T-2)**

1.3.7. Controllers or technicians (WT, ICT, ST, and EPT) will notify SDO immediately of any abnormal procedures and emergencies for aircraft under control. **(T-2)** SDOs will be prepared to coordinate with SOF, applicable ATC agencies, Wing scheduling, and fighter squadron Operations Supervisors (Top 3) as required. **(T-2)**

1.4. Weapons Control Procedures. Weapons control is defined as the control of offensive and defensive counter air (OCA/DCA), air refueling (AR) missions, dynamic targeting (DT), coordination of combat search and rescue (CSAR) operations, reconnaissance, airlift, electronic attack (EA), special operations, emergency aircraft assistance, and direction of ADA Systems. All control will be IAW with AFTTP 3-1, AFI 11-214, fighter brief, student syllabus, and Squadron Standards. **(T-1)**

1.4.1. Weapons Team. The Weapons Team will include the appropriate number of AWOs/WDs to provide control for all assigned aircraft. **(T-1)** If applicable, a WT will be assigned to assist with handoff and recovery of aircraft IAW applicable letters of agreement, as well as any assigned team contracts. **(T-3)**

1.4.1.1. Handoff Procedures. Handoff procedures will be IAW applicable letters of agreement. **(T-2)** A member of the weapons team will monitor the handoff frequency and/or shout line at all times when performing station assumption duties and while on station. **(T-2)** A member of the weapons team will also monitor UHF Guard (and VHF Guard if capable). **(T-2)**

1.4.1.2. Symbology and Tracking. During all operations, AWO/WDs will ensure track symbology and sensor data of controlled aircraft are within 2 NM of each other. **(T-2)**

1.4.1.3. Controlled Aircraft Emergency Procedures. For aircraft with in-flight emergencies, the AWO/WD will follow local wing procedures and FAA guidance. **(T-0)**

1.4.2. **(607 ACS ONLY)** AF Form 4145, Daily Activity Log. The DO designee is responsible for the Daily Activity Log. The form is required to be completed and signed at the completion of each day and forwarded to the DO for approval and signature. The daily activity log provides a complete summary of all crew operations for a particular day and is an important tool for data correlation and analysis. **(T-3)**

1.4.3. **(607 ACS ONLY)** AF Form 4146, Mission Briefing Guide. Use the Mission Briefing Guide to brief missions, record mission results, and serve as a record of unit control activities. AWO/WDs use the form for all control activities conducted and forwarded to the crew leader for review and attach to AF Form 4145, Daily Activity Log. **(T-3)**

1.5. Go/No-Go Procedures. Units will establish a positive control system that ensures all crew positions participating in live operations have completed all training and stan/eval items required for mission. **(T-2)** As a minimum, the Go/No Go system will monitor **(T-2)**:

1.5.1. The qualification, certification, and currency requirements from AETCI 13-101, Volume 1 and Volume 2, required for control.

1.5.2. Anyone participating in live operations that are Duty Not Involving Flying (DNIF) or Duty Not Including Control (DNIC) status.

1.5.3. Currency on all FCIF items.

1.5.4. Risk Management (RM) Checklist completion.

1.6. Crew Rest. Minimum crew rest period is eight hours. **(T-3)** This provides the individual a minimum of eight hours of uninterrupted rest. If crew rest is interrupted so that an individual cannot get eight hours of uninterrupted rest, the individual must be afforded eight more hours of uninterrupted rest. Any interruption must be made only under the most exceptional circumstances. **(T-3)** Waivers to this policy are granted on a case by case basis. **(T-3)** Duty day requirements are IAW SQ/DO directives but will not normally exceed 16 hours without SQ/CC approval.

1.7. Controlling While Under the Influence. A person will not participate in operations under the following conditions:

1.7.1. While under the influence of alcohol or it's after effects. Alcohol and its after effects can affect control or flight duties that impact safety of flight. No crew member shall consume alcoholic beverages during the 12 hours preceding any operational crew duties. **(T-1)**

1.7.2. While under the influence of or using a drug that affects the ability to safely perform assigned duties. Crew members (13B, 1C5, and GS) will not self-medicate except IAW provisions allowed by AFI 48-123, Medical Examinations and Standards. **(T-1)**

1.7.3. If physical condition is suspect or known to be detrimental to the safe completion of crew duties. **(T-1)**

1.8. Standardized Aviation RM Checklist. The aviation RM checklist is the AETC standard RM tool for all aviation operations. While RM happens during all phases of the mission, the RM checklist is the pre-mission tool to identify operational hazards, encourage risk management strategies, and empower the correct level of leadership in mission decisions.

1.8.1. Units will use an individual RM checklist for use on every mission (Attachment 2). **(T-2)** The RM checklist is an individual responsibility. For students, the completed RM checklist is the responsibility of the assigned instructor. **(T-3)**

1.8.2. Squadron commanders will **(T-2)**:

1.8.2.1. Identify hazards to mission success to account for unique local, mission, aircraft, and personnel hazards.

1.8.2.2. Assign numerical values to each hazard or hazard category. The numerical value reflects the unit commander's assessment of the probability and severity of ill effects potentially resulting from exposure to a hazard.

1.8.2.3. Quantitatively categorize mission risk as LOW, MODERATE, HIGH, or SEVERE based on the assigned risk values.

1.8.2.4. Direct elevation of the decision authority based on the mission risk category.

1.8.3. Crew members will **(T-2)**:

1.8.3.1. Complete the unit's RM checklist and submit the results to the SDO (senior controller for 173 OSF/C2) prior to assuming weapons team duties.

1.8.3.2. Analyze and apply risk control measures—strategies and controls that reduce or eliminate risk—to reduce the probability, severity or exposure of risk.

1.8.3.3. Elevate the mission decision authority when directed by the unit RM checklist.

1.8.3.4. When appropriate, include the RM checklist in mission debriefings.

1.8.3.5. Document mission approval on the RM checklist. The decision authority's initials or an entry on an electronic checklist are adequate.

1.8.4. Units will maintain the RM checklist for each mission until mission accomplishment.

1.9. Voice Tape Recording. Tape recording live missions is essential to provide necessary information concerning aircraft accidents, aircraft emergencies, and/or any event resulting in a subsequent investigation. Tape recording also provides a valuable asset in the formal training environment. All units will record and maintain audio (and video if able) history for a minimum of 15 days. **(T-2)**

1.10. Guest Controller/Technician. Individuals in TDY status to a unit must complete, as a minimum, the directed training and Stan/Eval requirements below prior to performing operational duties. **(T-2)** Unit operations training officers (OTO) must determine whether the individuals will control/operate in a supervised or unsupervised situation. **(T-2)** If unsupervised by a qualified instructor, the guest controller/technician must be qualified by unit stan/eval. **(T-3)** If the individual will control/operate in a monitored environment, then a unit certification managed by the OTO will suffice. As a minimum, guest controllers must provide proof that they are medically cleared for controlling duties (AF 1042 or equivalent) as appropriate, and are a qualified Ground Controlled Intercept (GCI) Controller on a battle management system (AF 4143/Form 8 or equivalent). **(T-2)**

1.10.1. The OTO will ensure completion of the following **(T-2)**:

1.10.1.1. Local Procedures briefing

- 1.10.1.2. Equipment Familiarization briefing
- 1.10.1.3. Pass Local Procedures Test. (85% min. score)
- 1.10.1.4. Guest Controller/Technician reads and initials current FCIF/CRFs (1138A).
- 1.10.1.5. Guest Controller/Technician Checklist complete and 1138A (or major command [MAJCOM] approved electronic database alternative) is current.
- 1.10.1.6. Maintain checklist, 1138A (or MAJCOM approved electronic database alternative), and all other corresponding paperwork, as a minimum, for the duration of the guest controller's visit.
- 1.10.1.7. Review individual qualification and medical clearance (AF 4143/Form 8 [or equivalent] and AF Form 1042 [or equivalent]).

Chapter 2

OPERATIONS INFORMATION FILE (OIF)

2.1. General. An OIF is required for the conduct of battle management operations and training within AETC. The OIF is the organization's functional publications library for operations-related publications. The OIF will maintain information essential to the conduct of operations and/or emergency conditions, and must be available to all operations personnel performing duties or training involving live flying. **(T-2)**

2.2. Procedures.

2.2.1. Units will maintain an OIF consisting of the items listed in **Table 2.1** in either hardcopy or electronic format. **(T-2)** The OG/OGV is responsible for OIF standardization for subordinate flying organizations and is the focal point for any data to be entered in the OIF. **(T-3)** The OG/OGV may maintain a web-based OIF resource, but is still required to notify subordinate units of new items. **(T-2)** **NOTE:** If squadrons maintain a separate OIF from OGV, they will appoint, in writing, an OIF custodian to ensure proper maintenance as directed by this instruction. **(T-2)**

2.2.2. Establish an OIF at a central location, preferably current operations, accessible to each location where live missions are controlled. **(T-2)** The squadron operations officer will ensure the contents of the OIF are handled discriminately and the required security for the files is provided at all times. **(T-2)**

2.2.3. Due to space limitations, the squadron operations officers will determine what information is required in the appropriate operations rooms to support requirements. **(T-2)** As a minimum, OIF Volume I will be readily accessible in a central location. **(T-2)** Volumes II-V are for reference only and may be kept at a location determined by the squadron operations officer. Secure classified material of the OIF in a storage container according to DoD 5200.1-R and AFI 31-401. **(T-1)**

2.2.4. If other operational documents not specified in this instruction or group supplements are maintained, add them in the appropriate indexes, and file them in the appropriate book or section. **(T-2)**

Table 2.1. Required Volumes.

| VOLUME | TITLE |
|---------------------|---|
| VOLUME I | Table of Contents/Current Read Files |
| VOLUME II | Publications—Air Force Directives/MAJCOM Supplements |
| VOLUME III | Publications—MAJCOM/Local Directives |
| VOLUME IV | Flight Manuals/Checklists/Aircrew Aids/Technical Orders |
| VOLUME V (Optional) | Flight Safety Information |

2.3. Volume I, Table of Contents/Current Read File (CRF). Volume I consists of three parts: A, B, and C. Part A is a table of contents (master index) listing all material contained in OIF

Volumes I through V, and the appointment memorandum for the OIF custodian. Part B is the CRF of FCIF messages. Part C is the CRF that contains general information.

2.3.1. Part A will contain the appointment memorandum for the OIF custodian (OGV or squadron) and the Master Index (Table of Contents). **(T-2)** The Master Index reflects those documents required in all volumes of the OIF. List FCIFs, SIIs, memorandums of agreement (MOA), and operating instructions individually indicating number, date, and title, as applicable. **(T-2)**

2.3.2. Part B contains the CRF of FCIF messages. **(T-2)** FCIF Messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before performing live operational duties. **(T-2)**

2.3.2.1. FCIF signoff will be accomplished via either a read-and-initial AETC Form 1138A (or MAJCOM-approved form) or computer-based system, for all operations personnel, to indicate understanding and compliance. **(T-2)** If desired, units may enter student class number in the Office Symbol block for all graduate and undergraduate students to facilitate tracking. Individuals attached to an AETC air control squadron, regardless of period of time, will initial the AETC Form 1138A after reviewing all current material before conducting live flying operations. **(T-2)**

2.3.2.1.1. List all new material requiring immediate attention, to include publications, memorandums, messages, and operations plans and orders, on this form along with the date entered; then place the material in the appropriate sections. **(T-2)**

2.3.2.1.2. If a document is rescinded prior to an individual's review (due to temporary duty [TDY] or absence from the unit), annotate not applicable (NA) in the person's initial block on AETC Form 1138A. **(T-2)**

2.3.2.1.3. Only remove AETC Forms 1138A for graduate and undergraduate students enrolled in AETC formal courses after they have graduated and departed for their next assignment, to include those in casual status conducting live operations. **(T-2)**

2.3.2.1.4. If FCIFs and CRFs are managed electronically (programs such as PEX or GTIMS), supplement Part B with an MFR stating how this is managed. **(T-2)** All requirements and controls prescribed for the use of the AETC Form 1138A will apply to the computer-based system. **(T-2)** For example, where there is a requirement for personnel to indicate understanding and compliance with new FCIF or CRF items through initialing, the computer-based system will track the review of the items by all personnel. **(T-2)** The individual's acknowledgement of review will constitute initialing on computer-based systems. **(T-2)**

2.3.2.1.5. Record the classified materials requiring immediate attention on AETC Form 1138A, and place them in the appropriate secure location according to local directives. **(T-2)**

2.3.2.1.6. OG/OGV will perform a quarterly review of all items to determine validity. **(T-2)**

2.3.2.1.7. Maintain FCIFs from higher organizations until rescinded by the issuing agency. **(T-2)** Maintain rescinded items in a separate file for 6 months according to the AF RDS located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm> and

continue to reference them on the index until the end of the quarter following the quarter in which the items were rescinded. (T-2) Cross-reference classified entries to the location where the item is maintained. (T-2)

2.3.3. Part C. Part C is the Current Read File (CRF) that contains general information, temporary in nature, but not related to the safe conduct of flight, and not required to be read before live operations. These are normally items of interest extracted from publications, directives, messages, etc., not normally available to crewmembers. Contents of this section are at unit discretion.

2.4. VOLUME II—Publications—Air Force Directives/MAJCOM Supplements. This volume includes, but is not limited to, the following publications: (Note: The OG/OGV and squadron operations officers may expand this list of publications as necessary to meet mission requirements.) (T-2)

Table 2.2. Volume 2 Publications

| |
|---|
| AFI 11-214, <i>Air Operations Rules and Procedures</i> , and its AETC supplement. |
| AFI 11-215, <i>USAF Flight Manuals Program (FMP)</i> , and its AETC supplement. |
| AFI 10-206, <i>Operational Reporting</i> . |
| AFI 13-201, <i>Air Force Airspace Management</i> . |
| JO 7610.4 <i>Special Operations</i> . |
| NATO Allied Tactical Pamphlet (ATP-56), <i>Air to Air Refueling (AAR)</i> |
| NOTE: Maintain classified directives according to local directives. |

2.5. VOLUME III—Publications—MAJCOM/Local Directives . This volume includes, but is not limited to, the publications listed below. (T-2) It also contains all current and relevant MOA and letters of agreement (LOA) (for example, Federal Aviation Administration). The OG/OGV specifies the minimum contents of this section.

Table 2.3. Volume III Publications

| |
|---|
| AETCI 36-2205, Volume 1, <i>Formal Flying Training Administration and Management</i> |
| AETCI 36-2205, Volume 9, <i>Formal Flying Training Administration and Management—Battle Management Training</i> |
| AETCI 36-2221, <i>Flying Training Course and Special Publications Development</i> |
| AETCI 36-2604, <i>Flying Training Instructor Programs</i> |
| AETCI 13-101, Volume 1, <i>Battle Management Training Program</i> . |
| AETCI 13-101, Volume 2, <i>Battle Management Standardization and Evaluation Program</i> . |
| AETCI 13-101, Volume 3, <i>Battle Management Operations</i> . |
| AETCI 13-101, Volume 4, <i>F-15 Civilian Simulator Instructor Program for Battle Management Training (337 ACS only)</i> |
| NOTE: The OG/OGV and squadron operations officers may expand this list of publications, to include squadron publications, as necessary to meet mission requirements. |

2.6. VOLUME IV—Flight Manuals/Checklists/Aircrew Aids/Technical Orders. Required items for Volume IV will be defined by OG/OGV. (T-2)

2.7. VOLUME V (Optional)—Flight Safety Information. Local procedures (if used) will be defined and placed in Volume V. (T-2)

2.8. Special Interest Items (SII). SIIs are items of emphasis of existing procedure(s) designed to mitigate or eliminate specific risks or trends. SIIs do not add to or amend established procedures. SIIs will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

2.8.1. SII(s) should normally be of limited duration so as to maintain the focus. SII(s) may be issued by MAJCOM and unit level but only rescinded by the issuing agency or higher.

2.8.2. Units will place directed MAJCOM issued SIIs into the OIF, Volume 1, Part B for dissemination to crewmembers. **(T-2)**

2.8.3. All SII(s) will be briefed during mission briefings for the duration of the SII(s). **(T-2)** Mission related SII(s) need only be briefed on those missions for which the SII is relevant. **(T-2)**

MICHAEL A. KELTZ, Major General, USAF
Director of Intelligence, Operations, and Nuclear
Integration

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

DoD 5200.1-R, *Information Security Program*, 7 August 2012

AFI 10-206, *Operational Reporting*, 6 Sep 2011

AFI 11-214, *Air Operations Rules and Procedures*, and its AETC supplement, 14 Aug 2012

AFI 11-215, *USAF Flight Manuals Program (FMP)*, and its AETC supplement, 22 Dec 2008

AFPD 13-1, *Command and Control Enterprise*, 6 Aug 2012

AFI 13-201, *Airspace Management*, and its AETC supplement, 21 Aug 2012

AFI 31-401, *Information Security Program Management*, 1 Nov 2005

AFI 33-360, *Publications Management Program*, 25 Sep 2013

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AETCI 13-101, Volume 1, *Battle Management Training Program*, 2014

AETCI 13-101, Volume 2, *Battle Management Standardization and Evaluation Program*, 2014

AETCI 36-2604, *Flying Training Instructor Programs*, 9 Oct 2013

JO 7610.4 *Special Operations*

NATO Allied Tactical Pamphlet (ATP-56), *Air to Air Refueling (AAR)*

6120.01E, *Joint Multi-Tactical Data Link (TDL) Operating Procedures (JMTOP)*

Prescribed Forms

AETC Form 1138A, *Battle Management Info File Record of Review*, 9 May 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 4145, *Daily Activity Log*, 1 March 2000

AF Form 4146, *Mission Briefing Guide*, 1 March 2003

Abbreviations and Acronyms

ANG—Air National Guard

AR—aerial refueling

AWO—Air Weapons Officer

CRF—current read file

CSAR—combat search and rescue

DNIC—duty not including control

DNIF—duty not involving flying

DT—dynamic targeting
EPT—electronic protection technician
FCIF—flight crew information file
ICT—interface control technician
IQT—initial qualification training
MOA—memorandum of agreement
OCA/DCA—offensive and defensive counter air
OI—operating instruction
OIF—operations information file
OTO—operations training officer
RDS—records disposition schedule
RF—read file
SDO—squadron duty officer
SII—special interest item
TDY—temporary duty
WD—weapons director
WT—weapons technician

Attachment 2

SAMPLE RM ASSESSMENT WORKSHEET

FIGURE 2.1 SAMPLE RM ASSESSMENT WORKSHEET

ORM Assessment Worksheet

Flight C/S Date: Name:

Instructions:

1. Select all that apply and total each column to determine ORM risk assessment
2. Once worksheet has been completed, turn in to the SDO/Current Ops prior to stepping to scope

| | 0 pts ea | 1 pt ea | 2 pts ea |
|---|------------------------------|------------------------|-------------------------|
| MAN | | | |
| 1. How many hours of sleep last night? | > 6 hours | 4-6 hours | < 4 Hours |
| 2. Your last live mission (Days)? | < 30 | 30 to 60 | > 60 |
| 3. Experience | > 2 years | 1-2 years | Student or < 1 year |
| 4. Personal stress? (Family, finances, etc) | None | Minor | Major |
| 5. Job/Additional duty stress? | None | Minor | Major |
| 6. Lecture, simulator, or mission today? | 1st event | 2nd event | 3rd event (DO approval) |
| 7. Any other distractions? | None | Thing or two | Mind is somewhere else |
| MISSION | | | |
| 8. Complexity of Mission | 4v4 or less | greater than 4v4 | |
| 9. Fighter Coordination briefing time | 0600-1800 | 0400-0559 or 1800-2000 | 2001-0359 |
| 10. Planning Factors | Adequate Planning Time | Rushed | No Mission Planning |
| ADDITIONAL | | | |
| 11. Student Profile or CT | Syllabus mission or CT | X-ride | PC / EC |
| 12. CAP | No | Yes | |
| 13. Airspace | Local Airspaces (See Note 1) | Infrequent Airspace | |

** Note 1 - Local Airspace is defined as home station airspaces

TOTAL POINTS =

Approval Authority:

- LOW = Controller/instructor determination: Continue with mission
- MODFRATE = SDO/Current Ops determination: Continue with mission with SDO/Current Ops approval
- HIGH = SDO/Current Ops notify DO: DO approval to continue with mission
- SFVFRF = SDO/Current Ops notify CO: CO approval to continue with mission

ORM Point Scale:

- 0-4 pts
- 5-8 pts
- 9-12 pts
- > 12 pts

Attachment 3

VOICE TELL FORMATS

A3.1. New Track Report. Formats are IAW CJCSM 6120.01D. Specific line numbers to be used will be coordinated during mission planning or briefed prior to the start of voice tell.

A3.1.1. New Track Report:

- A3.1.1.1. Line 1: ID (Friendly, Unknown, Hostile, etc.)
- A3.1.1.2. Line 2: Position (bearing and range from a coordinated point)
- A3.1.1.3. Line 3: Track (track number)
- A3.1.1.4. Line 4: Heading (degrees)
- A3.1.1.5. Line 5: Speed (knots)
- A3.1.1.6. Line 6: Altitude (hundreds of feet)
- A3.1.1.7. Line 7: Engaged (yes or no; use only for Unknowns, Pending, Hostiles)
- A3.1.1.8. Line 8: Number and type (number and type of track, e.g., two MiG 21)
- A3.1.1.9. Line 9: Squawk (IFF/SIF mode and code)
- A3.1.1.10. Line 10: Mode 4 (Confirmed Friend, No Response, Not Interrogated)
- A3.1.1.11. Line 11: Category (air, land, surface, subsurface, point)
- A3.1.1.12. Line 12: Time (ZULU time of the report if the report is relayed or is for a non-real-time track)
- A3.1.1.13. Line 13: Narrative (significant information not covered elsewhere)
- A3.1.1.14. Line 14: Time (ZULU time of the report)
- A3.1.1.15. Line 15: Authentication (if required)

A3.1.2. Revision Report. The following line numbers from the New Track Report will be used:

- A3.1.2.1. Line 2: Position (bearing and range from a coordinated point)
- A3.1.2.2. Line 3: Track (track number)
- A3.1.2.3. Line 4: Heading (degrees)
- A3.1.2.4. Line 5: Speed (knots)
- A3.1.2.5. Line 6: Altitude (hundreds of feet)
- A3.1.2.6. Line 13: Narrative (significant information not covered elsewhere)
- A3.1.2.7. Line 15: Authentication (if required)

A3.2. New Track Report – Manual Environment

- A3.2.1. New track
- A3.2.2. Identification

A3.2.3. Geographic Reference (GEOREF)

A3.2.4. Heading

A3.2.5. Time (ZULU)

A3.2.6. Track designator

A3.2.7. Flight size

A3.2.8. Speed

A3.2.9. Altitude (SIF S/RADAR R)

A3.2.10. Remarks (SIF Mode 3) Example: —New Track, Pending, Lima Mike Golf Charlie four three two one, three six zero, 1730Z, Bravo two one four, one object, two seven five, R two four zero, Mode 3 code two one zero zero.¶

A3.3. Revision Report. Forward reports using the following sequence, and identify the parameter being changed by including the format heading in the report. The following is the revision report format:

A3.3.1. Revision

A3.3.2. Track designator

A3.3.3. Position (GEOREF or Lat/Long)

A3.3.4. Time (ZULU)

A3.3.5. Changes in amplifying data. Example: —Revision, Alpha two one five, Mike Lima Golf Golf one two three five, 1603Z, R three three zero, speed four two zero.¶

A3.4. Drop Track Report. When data cannot be confirmed, the drop track reporting sequence is:

A3.4.1. Drop track

A3.4.2. Track designator. Example: —Drop track, Alpha two one six.

A3.5. EA Data Message (EADAT). When EA is observed, report it to external agencies in the following sequence:

A3.5.1. EA

A3.5.2. Line 1. TRACK (Strobe Number)

A3.5.3. Line 2. BEARING (Bearing of the EA Strobe from Affected/Detecting Unit's Position)

A3.5.4. Line 3. POSITION (Affected/Detecting Equipment's Position in Bearing and Range, GEOREF, UTM, or X-Y)

A3.5.5. Line 4. FREQUENCY (EA Frequency)

A3.5.6. Line 5. AFFECTING (Type of Equipment Affected by EA, if Known)

A3.5.7. Line 6. EMITTER (Emitter Number, if Known)

A3.5.8. Line 7. TIME (Hour, Minute, and Time Zone of EA Intercept)

A3.5.9. NARRATIVE

A3.5.10. Line 9. TIME (Day-Hour-Minute-Zone-Month-Year)

A3.5.11. Line 10. AUTHENTICATION IS (Message Authentication) The message date-time group is used when required to identify message time of origin. Authentication will be in accordance with established procedures.

A3.6. EA Termination Report. When all EA ceases, the reporting sequence is:

A3.6.1. EA Termination Report

A3.6.2. Type (s) (electronic, mechanical, communications)

A3.6.3. Time (ZULU) NOTE: This report is per each type of EA reported. Do not tell EA termination reports unless a secure frequency is available or the message is encrypted.

A3.7. Orbit Report. When a target appears to be orbiting, the reporting sequence is:

A3.7.1. Track designator

A3.7.2. Orbiting left or right

A3.7.3. Position (GEOREF or Lat/Long)

A3.7.4. Time (ZULU). Example: —Alpha two five zero, orbiting right at Mike Lima Lima Golf two one one five, 1405Z.¶

A3.8. Split Track Report. If a track splits into two or more segments, the track with the greatest and most immediate threat potential retains the original track designator regardless of the deviation from the original heading. Report split tracks in the following sequence:

A3.8.1. Track designator

A3.8.2. Position (GEOREF or Lat/Long)

A3.8.3. Splitting

A3.8.4. New track

A3.8.5. Position of new track (GEOREF or Lat/Long)

A3.8.6. Heading

A3.8.7. Flight size

A3.8.8. Time (ZULU) Example: —Alpha two five zero, Papa Golf Lima Golf one two one two, Splitting, new track, Alpha two five seven, Papa Golf one three one three, two five zero, two, 1542Z.¶

A3.9. Merged Track Report. When two or more tracks of the same identification merge to form one track, report that track as one track with a change in the number of airborne objects. Use the track designator of the track with the greatest number of objects. If both tracks contain the same number of objects, retain the highest track designator. Reporting sequence for merged tracks is as follows: Example: —Alpha two five zero, contact lost.

A3.11. Flight (Mass) Track Report. Flight tracks result when a number of established tracks within a 10-mile radius and having similar characteristics are grouped under one track designator. Report flight tracks in the following sequence:

A3.11.1. Flight track

A3.11.2. Track designator

A3.11.3. Identification

A3.11.4. Position of center element (GEOREF or Lat/Long)

A3.11.5. Flight size

A3.11.6. Heading

A3.11.7. Speed

A3.11.8. Altitude

A3.11.9. Time (ZULU) Example: —Mass track, Alpha one five zero, Hostile, Golf Papa Charlie Golf one zero four two, one two, zero one six, three six zero, R two seven zero, 1330Z.

A3.12. Emergency Report. When targets display emergency IFF/SIF modes/codes, notify external agencies in the following sequence:

A3.12.1. Emergency Report

A3.12.2. Track designator

A3.12.3. Position (GEOREF or Lat/Long)

A3.12.4. Type emergency display

A3.12.5. Time (ZULU) Example: —Emergency Report, Alpha two five zero, Golf Papa Charlie Golf, Mode 3 seven seven zero zero, 1250Z.

A3.13. Emergency Report Not Displaying IFF/SIF. When a track appears to be flying an emergency pattern, notify the external agency immediately. The reporting sequence is:

A3.13.1. Emergency Report

A3.13.2. Track designator

A3.13.3. Type distress patterns (left or right) with time of legs flown

A3.13.4. Position (GEOREF or Lat/Long)

A3.13.5. Time (ZULU) Example: —Emergency Report, Alpha, two, two, zero, left one minute, Golf Papa Charlie November one zero four two, 1410Z.

A3.14. Reinitiating a Track. If a track exhibits significant changes in performance or is determined to be a threat after a cease tell is received, initiate tell again for that track.