

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

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Flying Operations

**AIR REFUELING MANAGEMENT
(KC-10, KC-46, AND KC-135)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-21, *Rapid Global Military* and AFPD 11-2, *Aircrew Operations*. It establishes specific procedures for prioritizing and obtaining KC-10, KC-46, and KC-135 air refueling (AR) support for peacetime training, exercises, rotations, contingency operations, and Headquarters (HQ) Air Combat Command (ACC), Air Operations Squadron (AOS) aircraft movements. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard (ANG). It applies to the Department of the Navy and Marine Corps in accordance with Department of Defense Instruction (DoDI) 5158.06, *Joint Deployment and Distribution Enterprise (JDDE) Planning and Operations*, and as outlined in the current Memorandums of Understanding and Inter-service Support Agreements. This instruction requires the collection and or maintenance of information protected by Department of Defense Instruction (DoDI) 5400.11, DoD Privacy and Civil Liberties Programs. The applicable System of Record Notice, F011 AF XO A, Aviation Resource Management System (ARMS), is available at: <http://dpcl.d.defense.gov/Privacy/SORNsSearchResults/tabid/7541/Category/277/Default.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. One major change includes the Readiness Driven Allocation Process (RDAP) that has replaced the Commander, Air Force Forces (COMAFFOR) Apportionment and Allocation Process (CAAP).

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Chapter 1

OVERVIEW

1.1. Maximize Economy of Force. To maximize economy of force regarding global AR management Commander, USTRANSCOM (CDRUSTRANSCOM) is the Department of Defense (DoD) single manager for transportation other than service-unique or theater-assigned assets, in accordance with DoDI 5158.06. HQ Air Mobility Command (AMC) is the Component-Major Command (MAJCOM) in support of CDRUSTRANSCOM and is the United States Air Force (USAF) Lead Command for KC-10, KC-46, and KC-135 air refueling operations in accordance with AFPD 10-21. When servicing USTRANSCOM validated global air refueling requirements, Combatant Commanders (CCDRs), through their respective Air Operations Center (AOC), use the procedures defined in this instruction to determine projected receiver AR requirements and task tanker units to fill those requirements. Geographical Combatant Commanders (GCC) with assigned and attached/allocated tanker forces support air refueling requirements in accordance with Joint Publication (JP) 1, *Doctrine for the Armed Forces of the United States*, JP 3-0, *Joint Operations*, and JP 5-0, *Joint Planning*, in addition to USTRANSCOM validated global air refueling requirements (within their area of responsibility [AOR]), in accordance with Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 4120.02D, *List of Priorities – DoD Transportation Movement Priority System*. in accordance with CJCSI 4120.02D, GCCs should balance support to Joint Force Commander (JFC)/Joint Force Air Component Commander (JFACC) AOR air refueling requirements with USTRANSCOM validated global AR requirements (within their respective AORs) to support those with the overall highest priorities to the maximum extent possible.

1.1.1. USTRANSCOM validates all AR support based on Joint Chiefs of Staff (CJCS) priority of the receiver flight mission, in accordance with CJCSI 4120.02D. In order to qualify as a priority 1, 2, or 3 requirement, the AR request must be necessary to complete the mission or deployment.

1.1.2. GCC and/or JFC-directed AR requirements are prioritized in accordance with JP 3-30, *Joint Air Operations*. The JFACC tasks forces based on the JFC's approved air apportionment decision with prioritized requirements posted in the JFACC's Air Operations Directive, which can be viewed on the specific GCC and /or JFC website.

1.1.3. Tanker Reporting: Various tools are used to collect AR mission activity data. Mobility Air Forces (MAF) Fuel Usage Data Worksheet and AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*, are the primary reporting instruments for ensuring AR mission data is accurately compiled. The tanker aircrew is responsible for ensuring the accuracy and completeness of all forms. **(T-3)**. Post-flight, tanker crews will submit the completed MAF Fuel Usage Data Worksheet to maintenance debrief personnel. **(T-3)**. Debrief personnel will enter the fuel usage data into G081. **(T-3)**. Tanker planners will ensure aircrews have accurate receiver and mission data prior to launch. **(T-3)**. Post-mission paperwork should be retained and turned in to appropriate accounting agencies upon return to home station. Tanker units will enter all post-mission data into the Global Decision Support System (GDSS) as soon as practical after mission completion. **(T-3)**.

1.1.4. Foreign Military Sales (FMS). FMS case tanker units will send completed AFTO Form 781s and AF Form 791s, *Aerial Tanker In-flight Issue Log*, flight orders, and paid travel

vouchers, to include crew and mission essential personnel (MEP), directly to AMC/Financial Management and Comptroller/Financial Services within 5 workdays after mission completion. (T-1).

1.1.5. Theater specific air refueling requirements are supported by the theater's AOC, if assigned. Tasks are synchronized and integrated during the air tasking cycle based on the JFACC's guidance and objectives, and executed via the Air Tasking Order (ATO).

1.2. Air Refueling Delays and Cancellations. All receiver and tanker units scheduled for AR should coordinate delays or cancellations as soon as possible.

1.2.1. Tankers should make every effort to accommodate their receiver if the receiver experiences a delay before tanker launch, crew duty day permitting. However, the tanker is not required to delay more than 4 hours to accommodate Formal Training Unit or Replacement Training Unit training. For all other training the tanker is not required to delay more than 3 hours.

1.2.2. Tanker aircraft should plan to arrive at the Air Refueling Control Point (ARCP) no earlier than 20 minutes prior to the Air Refueling Control Time (ARCT). Tanker aircraft should plan to depart no later than (NLT) 10 minutes after ARCT unless specifically cleared by the appropriate air traffic control (ATC) facility for an extended delay, in accordance with the Federal Aviation Administration Order JO 7610.4V, *Special Military Operations*, and Allied Tactical Publication (ATP)-3.3.4.2.(D), *Air-To-Air Refuelling*. Tankers are not required to delay for receivers at the ARCP longer than 30 minutes after the ARCT.

1.2.3. Tanker crew should coordinate with Command and Control (C2) agencies before departing ARCP in the event of a late receiver. When operating under an altitude reservation (ALTRV), aircraft must depart within the assigned "ALTRV Void if Aircraft Not Airborne by" time.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. USTRANSCOM Operations and Plans Directorate-Air Refueling Branch (USTC/J35-R). USTRANSCOM Operations and Plans Directorate-Air Refueling Branch (USTC/J35-R) serves as the single focal point within USTRANSCOM and validates global air refueling requests. USTCJ35-R coordinates with all applicable Combatant Command (CCMD)s and Transportation Component Commands operating tanker aircraft to enable effective and efficient management of AR assets. Priority 1 and 2 AR requirements (and all AR requirements supporting Coronets regardless of priority – see [Chapter 4](#)) are validated by USTC/J35-R, based on capacity, and are supported to the limit of global capacity. Priority 3 and below AR requirements are validated and allocated at the appropriate component command. MAJCOMs/ CCMDs/Numbered Air Force (NAF)s/Services may request USTRANSCOM validation of select priority 3 AR requirements.

2.2. Receiver Agencies. Receiver agencies (Services, CCMDs, MAJCOMs, NAFs, Field Operating Agencies, Direct Reporting Units, and wings) will designate an Air Refueling Manager (central agency or office) to coordinate AR support, in accordance with United States Transportation Command Instruction (USTCI) 10-25, *Air Refueling*. In addition, receiver unit scheduling offices have primary responsibility for detailed scheduling.

2.3. USTC/J35-R, AMC, or 618th Air Operations Center, Tanker Airlift Control Center (618 AOC [TACC]) (618 AOC). USTC/J35-R, AMC, or 618th Air Operations Center, Tanker Airlift Control Center (618 AOC [TACC]) (618 AOC) will coordinate requirements through the GCC's AOC (if assigned) before assigning/tasking support to any global AR requirement to any GCC's tanker forces, in accordance with USTCI 10-25. Coordination ensures GCC's tanker forces are available and/or do not impact other higher priority theater requirements.

Chapter 3

TANKER VALIDATION, ALLOCATION, AND SCHEDULING

3.1. Air Refueling Request Procedures.

3.1.1. Air Refueling Management System (ARMS) is the sole vehicle for receiver units and other requesting agencies to submit, change, or cancel CJCS priority 1 and 2 (operational) AR requests. **(T-0)**. Use of any other method must be specifically approved by USTRANSCOM. **(T-0)**. Unless otherwise specified in this instruction, ARMS is the sole vehicle for submitting, changing, or cancelling all Coronet AR requests, regardless of CJCS priority. **(T-1)**. All users will establish and maintain individual user accounts in ARMS. **(T-1)**. Receiver units will request ARMS accounts through their MAJCOM or Service validators. **(T-2)**. ARMS can be accessed on the Consolidated Air Mobility Planning System (CAMPS) Web Portal on the Non-classified Internet Protocol Router Network at <https://campsweb.maf.ustranscom.mil/Portal/UnprotectedForms/login.aspx> or the SECRET Internet Protocol Router Network at <https://campsweb.maf.ustranscom.smil.mil>. ARMS request procedures and information are delineated in the online help file.

3.1.2. The Air Refueling Scheduling Tool is the USAF system of record for matching receiver training air refueling needs (CJCS priority 3 and 4) to tanker capacity. See **Chapter 5**, Air Refueling Liaison Office (ARLO) Program, for support for these requests.

3.1.3. Request For Forces (RFF). CCDRs may submit an RFF for tankers, crews, and/or associated support forces to support theater AR requirements. In these cases, an operation order (OPORD) is generated, or an enduring requirement is identified in the Global Force Management Allocation Plan. Command relationships of these RFF forces will be addressed in the OPORD or Global Force Management Allocation Plan.

3.1.4. Service Level Missions. MAJCOMs/NAFs/CCMDs/Services may request AR support for receiver requirements that may otherwise go unsupported. 618 AOC Mobility Management Directorate, Long-Range Scheduling Division schedules service missions in accordance with the AMC/A3 RDAP/OPORD/Concept of Operations, located on AMC/Operations Management Division, Current Operations SharePoint.

3.1.5. Non-Tanker Mission. If a tanker is performing another primary mission (e.g., Special Assignment Airlift Mission [SAAM], Channel Airlift, Aeromedical Evacuation) and is being considered to accomplish AR training requirements, the requestor or ARLO must coordinate the event with the responsible planning directorate. **(T-2)**. The primary mission has priority and will not be delayed to accommodate the receiver's training requirements.

3.2. Validation (CJCS Priority 1 and 2). Air refueling requests are validated at multiple levels. USTRANSCOM is the USAF and DoD final Validator. Air refueling request validation protocols are based on CJCS priority, request timing, origin of request, MAJCOM/NAF/CCMD/Service, and the nature of the refueling operation. in accordance with USTCI 10-25, the requesting MAJCOM/NAF/CCMD/Service will designate a validator to review requests originating from assigned units prior to being pushed to the next level in ARMS.

3.2.1. All validators will ensure AR requests are complete, accurate, and reflect the proper air refueling support priority in accordance with CJCSI 4120.02D, before validation in ARMS. **(T-0)**. MAJCOM validators will ensure the accuracy of all AR data, authenticate requester

contact information, and provide a comment within ARMS stating the request is accurate and mission impact if tanker support is delayed or not provided. **(T-1)**.

3.2.2. Filling short-notice user requests requires balancing and resolving competing user requirements and priorities to achieve optimum tanker utilization.

3.2.2.1. To reduce turbulence at the unit level, all CJCS Priority 1 and 2 ARMS requests made within 96 hours of ARCT must have a General/Flag Officer endorsement/justification included with the request. **(T-0)**. Reference CJCSI 4120.02D, page B-1, for instructions.

3.2.2.2. AR requests made within 24 hours of required tanker takeoff time cannot be requested/validated through normal channels. Direct contact with USTRANSCOM for validation and the tanker execution authority is required. **(T-2)**.

3.2.3. USTRANSCOM validation is not required when AR requests between tankers and receivers, under the same operational control (OPCON), performs AR within the owning CCDR's geographic AOR **Exception:** All Coronets must be validated by USTRANSCOM. **(T-1)**. ARMS requests not validated by USTRANSCOM will be forwarded to the applicable theater Air Mobility Division for potential support in accordance with JFACC priorities. If additional tankers are required, the MAJCOM/CCMD/NAF/Service will submit a request to USTRANSCOM via ARMS or submit an RFF for additional forces, as required.

3.2.4. Air refueling requests for inter-theater ARs in multiple AORs (e.g., Global Power/Strike missions, RC-135 and National Airborne Operations Center deployments), must be validated by the CCMD with OPCON, or MAJCOM/NAF with delegated OPCON, of the receiver aircraft. Air Force and DoD level validation will be accomplished by USTRANSCOM, who will then push the requirements to the appropriate MAJCOM/NAF/CCMD/Service tanker allocation authority (barrel) for those ARs in their respective areas of responsibility. If the appropriate MAJCOM/NAF/CCMD/Service is unable to meet the requirement with their own air refueling assets, they will shortfall/non-support to USTRANSCOM via ARMS. Designate a lead AOC when multi-theater air refueling requests use tankers from multiple AORs. The lead AOC will act as the lead planning agency, serve as the single point of contact for the requesting agency, and monitor all tanker missions to ensure overall mission success. Unless otherwise coordinated, 618 AOC will be the lead AOC for multi-theater AR requests involving tankers from multiple AOCs. Once an AR requirement has been validated by USTRANSCOM, the requestor should coordinate directly with the assigned AOC when only minor changes are required.

3.3. Tanker Allocation. KC-10, KC-46, and KC-135 aircraft made available to USTRANSCOM will be allocated to support USTRANSCOM validated AR requirements in accordance with the CJCSI 4120.02D priority system. When short-notice requests require canceling previously scheduled missions, the CJCSI 4120.02D priority system will be used by tanker allocators to identify potential cancellations. Theater-specific guidance should apply to aircraft assigned or allocated to GCCs.

3.3.1. Tanker Allocation Timeline. For CJCS Priority 1 and 2 requirements, and all Coronets, receiver units initiates the tanker allocation process by submitting an ARMS request NLT 60 days prior to the start of each execution month (for Coronet missions, ACC AOS will submit the ARMS requests NLT 60 days prior to the start of each quarter). **(T-1)**. Break out Coronet

requests by leg. These air refueling requirements are consolidated, and then matched with available tankers in the 618 AOC's long-range scheduling process. The long-range process is completed when 618 AOC publishes the final long-range schedule 30 days prior to the start of each month.

3.3.2. Mission Taskings Inside 30 Days. Due to the reduced ability to support other missions caused by the deployment of tanker aircraft or temporary duty personnel, USTRANSCOM must receive the MAJCOM/NAF/CCMD/Service-validated request at least 30 calendar days prior to mission date or longer depending on area clearance requirements. For CJCS Priority 1 and 2 requests inside 30 days of mission start, refer to short-notice scheduling process, [paragraph 3.5](#).

3.4. Long-Range Scheduling Process. 618 AOC's long-range scheduling process is used to match air refueling requirements with available tanker resources more than 30 days prior to the start of each execution month. USTRANSCOM-validated air refueling requests will be forwarded to the appropriate MAJCOM/NAF/CCMD/Service tanker barrel for tanker sourcing.

3.4.1. 618 AOC runs the ARMS "scheduler" to match tanker availability with non-pre-coordinated air refueling requests and initiate the ARMS online trading period 60 days prior to the start of each execution month. The online trader provides tanker units the opportunity to buy, sell, or trade requirements with other tanker units. During this period, new requirements may still be submitted as "Conference Added" requests.

3.4.2. Online trading will terminate and the long-range schedule will be published NLT 30 days before the execution month. The long-range schedule can be downloaded from the 618 AOC Mobility Management Directorate, Tanker Barrel (XOBK) website at <https://tacc.us.af.mil/?action=xobk&XOBK> or through a link on the 618 AOC Home Page at <https://tacc.us.af.mil/>. All units should carefully review the published long-range schedule to identify deviations from submitted air refueling requests.

3.4.3. For USTRANSCOM-validated air refueling requirements not filled prior to, or generated after, publication of the long-range schedule, sourcing efforts will continue via the short-range allocation process. Tanker barrels will continue to attempt to task unfilled requirements using the CJCSI 4120.02D priority system utilizing tanker assets authorized for allocation through RDAP. **(T-1)**. Lower priority requirements not validated by USTRANSCOM, and not filled prior to or identified after publication of the long-range schedule, will not be actively sourced. Support for these lower priority requirements may be obtained as soft ARs coordinated directly between tanker and receiver units using the Air Refueling Scheduling Tool (ARST) (see [Chapter 5](#)).

3.5. Short-Notice Scheduling Process. Short-notice air refueling requirements are those single event ARs submitted inside 30 days of tanker execution, for priority 1 and 2 missions per the CJCSI, or those the receiver cannot forecast far enough in advance to be included in the monthly long-range schedule. Because these requirements can often be met only at the expense of carefully forecasted and planned long-range scheduling requirements, schedulers should minimize the use of the short-notice system. Receiver units should make every effort to forecast and plan these missions far enough in advance for inclusion in the monthly long-range schedule.

3.5.1. Mission taskings inside 10 business days but not inside 96 hours. For missions not requiring deployment of tanker aircraft or personnel, USTRANSCOM must receive the

MAJCOM-validated request at least 10 business days prior to mission date. Requests that do not meet this timeline are at a greater risk for non-support.

3.5.2. Mission taskings inside 96 hours. Requests for support within 96-hours must comply with the procedures outlined in CJCSI 4120.02D and USTCI 10-25. **(T-0)**.

3.5.3. Mission taskings within 24 hours of execution. The normal request, validation, and scheduling process is impossible. These requests will typically not be supported. There are times in which the interval between mission tasking and required departure time is less than 24 hours. When this happens, these missions are in execution and may be supported by the execution authority via in-system select. Serious consideration to the importance of the mission versus impact on unit/aircrew schedules must be made. Every attempt should be made to delay the mission outside the 24-hour period before attempting to gain inside-24 hour approval. Approval process is the same as for inside-96 hour requests.

3.5.4. Normally, lower priority single event AR requests (CJCS Priority 3 and 4) are not validated by USTRANSCOM, and will not be supported through the short-notice scheduling process. See **Chapter 5**, ARLO Program, for support for these requests.

Chapter 4

CORONETS

4.1. Mission Description. Coronet identifies aircraft movements that operate under ACC/AOS Movement Control (MOCON), and typically have a transoceanic leg. Requests for Coronet AR support for movements that do not meet this criterion, including movements between continental United States (CONUS) and Alaska, will be evaluated by USTRANSCOM on a case-by-case basis prior to validation. Tanker support for over-land legs as part of multi-leg coronets that include an extended over-water leg will be supported as validated by USTRANSCOM. However, limited tanker availability may require that fighters “hop” on the over-land legs and only receive tanker support for the extended, over water legs.

4.1.1. Coronets entail complex coordination, planning, supervision, and execution of all functions required to provide AR support. AMC is the single manager for Coronet tanker support. As such, they work with ACC (single manager for DoD Coronet movements) to develop movement schedules and coordinate all Coronet tanker allocation, planning, and execution functions.

4.1.2. CCDRs with OPCON of their own tankers make them available to AMC (to the maximum extent possible) to support Coronets transiting their AORs. AR support for bombers, airlifters, and other large aircraft are not classified as Coronets.

4.2. Basic Authority. 618 AOC is the primary point of contact for Coronet AR support. 618 AOC provides oversight of all tanker agencies conducting Coronet planning or execution. The 618 AOC coordinates as necessary with other MAJCOM/NAF/CCMD/Services, Department of State, embassies, foreign governments, ANG, Air Force Reserve Command (AFRC), and various other Coronet planning agencies. If foreign governments or international organizations are involved, refer to Air Force Manual (AFMAN) 16-101, *Security Cooperation (SC) and Security Assistance (SA) Management*. 618 AOC coordinates all Coronet tanker mission requirements, to include determining tanker staging locations and en route actions, necessary to support Coronets.

4.2.1. There is no change of OPCON for tanker aircraft as a result of supporting Coronet operations. CCMDs and MAJCOMs exercise OPCON of owned tanker assets through their respective AOCs, with scheduling, employment, and C2 of all tankers participating in a Coronet provided by AMC via the 618 AOC.

4.2.2. The 618 AOC coordinates aircrew and equipment waiver requests through the respective CCDR’s AOC when Coronets are supported by GCC forces. 618 AOC provides standardized Coronet tanker planning and execution guidance and/or templates to ensure standardization for all Coronet planning and execution.

4.3. Request for Support. ACC AOS is responsible for requesting Coronet tanker support. Agencies requiring Coronet support should follow procedures in AFI 11-207, *Fighter Aircraft Delivery*. ACC AOS is responsible for providing 618 AOC the deploying fighters’ flight plans.

4.3.1. Units requesting Dual Role support must comply with AFMAN11-2Mission Design Series (MDS) Volume 3-specific requirements and timelines. **(T-1)**. Units must route requests through USTRANSCOM, providing accurate cargo and passenger details (e.g., cargo weight, number of pallets, and number of passengers). **(T-1)**. Passenger details will include an MEP

Letter generated by ACC AOS which will require approval by 618 AOC (TACC)/XOCZ Senior Director per AFI 11-207.

4.3.2. Dual Role cargo is not contractual or guaranteed in any way. The AR requirement must be met first, without regard to protecting ancillary Dual Role cargo. Additional tanker hours, sorties, or allocation days will not be expended to protect Dual Role cargo. **(T-1)**.

4.3.3. Last-minute changes to mission parameters may require some, or all, of the user's Dual Role cargo to be downloaded and left behind at the departure airfield, or any en route stop. Users requiring guaranteed cargo movement should purchase a dedicated, funded SAAM.

4.3.4. All waiver requests to Dual Role restrictions will be accomplished by the single manager for Coronet tanker support AMC. **(T-1)**. Comply with AFMAN 11-2MDS Volume 3-specific waiver guidance.

4.4. Scheduling Coronet Tanker Support. 618 AOC shares overall Coronet scheduling responsibility with ACC AOS. After MAJCOM validation of Coronet AR requests, units requiring Coronet missions will process requests through ACC AOS. **(T-1)**. ACC AOS is the single manager of the fighter aircraft delivery mission. ANG and AFRC tanker units wishing to volunteer to support fighter deployments should contact 618 AOC/XOBK or volunteer through ARMS.

4.4.1. ACC AOS will submit Coronet AR requests (via ARMS) on a quarterly basis or as soon as requirements are known for short-notice requests. Following USTRANSCOM validation of the ARMS request, 618 AOC ensures supporting tanker units are identified and tasked NLT 10 calendar days prior to tanker launch date. **Exception:** Movement of straggler aircraft or undelivered fighter aircraft from previously validated Coronets may require tasking inside 10 calendar days prior to tanker launch date or 3 calendar days prior to diplomatic clearance lead times, whichever is greater.

4.4.2. Tanker units supporting Coronets should provide properly configured/equipped aircraft to meet Coronet requirements as specified by 618 AOC. KC-135s on Coronet missions will carry a drogue for possible subsequent Navy/Marine/FMS Coronet support (not applicable for round-robin missions from home station). **(T-1)**. Tanker units desiring to transport cargo or passengers on a Coronet mission must coordinate their requests through 618 AOC. **(T-2)**.

4.4.3. Due to the complexity of Coronets, aircraft commanders will be formation lead-certified before participating in a Coronet mission. **(T-2)**. Formation leaders and mission commanders (MCs) will ensure all formation actions have been properly briefed and are understood by all formation members. **(T-3)**. All aircrews in the formation must be prepared to assume formation lead responsibilities. **(T-3)**.

4.4.4. A tanker MC will be identified on all active Coronet legs in accordance with AFMAN 11-2MDS Volume 3-specific instructions. **(T-3)**. Tanker MCs are responsible for the safe and effective conduct of Coronet missions, and will perform duties in accordance with AFMAN 11-2MDS Volume 3-specific instructions and 618 AOC guidance. **(T-3)**. Tanker MCs will monitor weather at receiver abort bases, destination, and alternates and provide timely updates to receiver flight lead. **(T-3)**. Tanker MCs will ensure all formation actions have been properly briefed and understood by all formation members. **(T-3)**.

4.4.5. The ACC AOS Delivery Control Officer routinely conducts a mission briefing prior to each Coronet mission leg. This briefing is given within 24 hours of departure and provides

detailed receiver mission information. Tanker crews and MCs should attend this briefing if co-located and mission timing permits.

4.4.6. One 24-hour delay (slip) per Coronet is authorized for missions that do not launch as scheduled, as long as RDAP tanker capacity exists. Additional delays may require rescheduling the mission. Supporting tanker units will be released upon 618 AOC approval. **(T-2).**

4.5. Tanker Go/No-Go Launch Decisions. Coronet tanker launch decisions are made by 618 AOC, in conjunction with the mission commander, prior to tanker launch time.

4.6. Tanker Escort Procedures. Tankers will escort receiver aircraft on transoceanic legs until receivers can maintain two-way radio communication with ATC and navigate to their destination or abort airfield. **(T-1).** For a mid-ocean rendezvous, tankers will escort receivers until the receivers have confirmed two-way radio communications and positive radar or visual contact with the joining tankers. **(T-1).** Plan rendezvous with joining tankers so that receivers move forward to complete the hand-off whenever possible. Plan to perform formation breakups in visual conditions prior to weather penetration. When escorting fighters to landing location, tankers should land last.

4.7. Abort and Divert Procedures. When fighter aircraft are required to abort or divert, tanker MCs and ACs must ensure they understand the intentions and capabilities of aborting/diverting aircraft in order to provide proper escort support. **(T-3).**

4.7.1. For air aborts, aborting aircraft will notify the tanker MC of their requirements. **(T-3).** Tankers will provide information (e.g., arrival weather and ATC data) and other necessary escort support to aborting receivers. **(T-3).** Tanker MC will notify 618 AOC as soon as practical.

4.7.2. The fighter flight lead will notify the tanker MC in an emergency. **(T-2).** Tankers will notify ATC and obtain necessary clearances for non-emergency aircraft. **(T-2).** If a fighter aircraft ditches or goes down, tanker aircraft will provide cover as long as fuel reserves allow. **(T-2).** Remaining fighter aircraft will continue on the mission with remaining tankers or proceed unescorted to the nearest abort airfield. **(T-2).** Tanker MC will notify 618 AOC AR Execution Cell as soon as practical. **(T-2)**

4.8. Foreign Military Sales. FMS Coronets must have a valid FMS case code. **(T-0).** Coronet Detail Planners ensures all FMS electronic mission folders have appropriate FMS-specific instructions. **(T-2).** FMS case reimburses tanker flying hours, fuel offloaded, and flight crew Per Diem. **(T-0).**

4.9. Acquisition and Cross-Servicing Agreement (ACSA). Nations or military organizations with concluded ACSAs may make air-to-air refueling support requests. ACSA support requests executed by AMC aircraft are approved by USTC/J4/J5 ACSA Program Manager and each approved incident is reimbursable, including flight hours, off-loaded fuel, and crew per-diem as appropriate.

4.10. Non-AMC Assets. Tanker support provided by Pacific Air Forces or United States Air Forces in Europe is approved using their MAJCOM and/or CCMD processes. Fuel is billed/invoiced by Defense Logistics Agency-Energy while flying hours and crew per-diem is billed/invoiced by the aircraft/mission-owning MAJCOM.

4.11. Coronet Detail Planners. Planners who are qualified in mobility aircraft may fly as an additional crew member, in accordance with AMC directives, when traveling with Coronets. Coronet detail planners who were previously qualified in mobility aircraft, but no longer maintain qualification, are authorized to travel using MEP status in accordance with AFI 11-401, *Aviation Management*, and/or Command Supplement. Coronet detail planners, traveling in MEP status on active Coronet legs, are exempt from any requirements to process through the passenger terminal, since they require direct access to tanker flight crews during mission planning, filing, and preflight.

Chapter 5

ARLO PROGRAM

5.1. The Air Refueling Liaison Office. The ARLO program is administered by 618 AOC. It is an air refueling optimization program developed to ensure the most efficient use of limited air refueling resources through internet technology-enabled, standardized processes. ARLO provides enterprise-wide visibility of both tanker capacity and emerging receiver AR training requests. The ARLO program uses the ARST and acts as a “clearinghouse” for all priority 3 and 4 AR training requests. The ARLO schedules regional business efforts and coordinates with tankers/receivers located within a region to maximize efficiencies.

5.2. Air Refueling Scheduling Tool. The ARST was designed to work within and enhance the existing tanker-receiver unit relationships through which the majority of CJCS priority 3 and 4 AR training missions are created. For CONUS receivers this web-based tool is the USAF system of record for matching receiver training air refueling needs to tanker capacity, and its use is mandatory to maintain visibility and allow the ARLO to maximize training opportunities. (T-0). ARST is a user-friendly, web-based system that is easily accessed from any “dot-mil” account and requires minimal training. “How to” guides for both tanker and receiver units are available for download from the Mobility Air Forces Operations website <https://tacc.us.af.mil/default.asp?action=ARST>, under the Files section of the ARST home page. If assistance is needed, the ARLO is available M-F 0730-1630 CST at DSN 779-7613 or Commercial 618-229-7613.

5.3. Visibility. To ensure maximum visibility, receiver units will enter all CJCS priority 3 and 4 training mission requests into the ARST (except CJCS priority 3 and 4 Coronets). (T-2). All tanker units will use the ARST to “buy” these requests. (T-2). Tanker units are required to build all unit training missions in GDSS and provide “AR Details” when AR is performed. (T-2).

MARK D. KELLY, Lt Gen, USAF
Deputy Chief of Staff, Operations

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

AFI 11-207, *Fighter Aircraft Delivery*, 4 April 2019

AFI 11-401, *Aviation Management*, 10 December 2010

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFMAN 16-101, *Security Cooperation (SC) and Security Assistance (SA) Management*, 2 August 2018

AFFD 10-21, *Rapid Global Mobility*, 26 Aug 2019

AFFD 11-2, *Aircrew Operations*, 31 January 2019

ATP-3.3.4.2.(D), *Air-To-Air Refuelling*, 1 April 2019

CJCSI 4120.02D, *List of Priorities - DOD Transportation Movement Priority System*, 22 July 2015

DoDI 5158.06, *Joint Deployment and Distribution Enterprise (JDDE) Planning and Operations*, 7 April 2020

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

Federal Aviation Administration Order JO 7610.4V, *Special Military Operations*, 15 August 2019

Office of the Chairman of the Joint Chiefs of Staff, *DoD Dictionary of Military and Associated Terms*, January 2020.

JP 1, *Doctrine for the Armed Forces of the United States*, 25 March 2013 Incorporating Change 1, 12 July 2017

JP 3-0, *Joint Operations*, 17 January 2017

JP 3-30, *Joint Air Operations*, 25 July 2019

JP 5-0, *Joint Planning*, 16 June 2017

USTCI 10-25, *Air Refueling*, 5 March 2015

Adopted Forms

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

AF Form 791, *Aerial Tanker In-flight Issue Log*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

618 AOC—618th Air Operations Center (Tanker Airlift Control Center)

ACC—Air Combat Command
ACSA—Acquisition and Cross-Servicing Agreement
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFTTP—Air Force Tactics Techniques and Procedures
ALTRV—Altitude Reservation
AMC—Air Mobility Command
ANG—Air National Guard
AOC—Air Operations Center
AOR—Area of Responsibility
AOS—Air Operations Squadron
AR—Air Refueling
ARCP—Air Refueling Control Point
ARCT—Air Refueling Control Time
ARLO—Air Refueling Liaison Office
ARMS—Air Refueling Management System
ARST—Air Refueling Scheduling Tool
ATC—Air Traffic Control
ATO—Air Tasking Order
ATP—Allied Tactical Publication
C2—Command and Control
CAAP—Commander, Air Force Forces (COMAFFOR) Apportionment and Allocation Process
CAMPS—Consolidated Air Mobility Planning System
CCDR—Combatant Commander
CCMD—Combatant Command
CDRUSTRANSCOM—Commander, USTRANSCOM
CJCS—Chairman of the Joint Chiefs of Staff
CJCSI—Chairman of the Joint Chiefs of Staff Instruction
COMAFFOR—Commander, Air Force Forces
CONUS—Continental United States

DoD—Department of Defense

FMS—Foreign Military Sales

GCC—Geographical Combatant Commanders

GDSS—Global Decision Support System

HQ—Headquarters

JFACC—Joint Force Air Component Commander

JFC—Joint Force Commander

JP—Joint Publication

MAF—Mobility Air Forces

MAJCOM—Major Command

MC—Mission Commander

MDS—Mission Design Series

MEP—Mission Essential Personnel

MIS—Mobility Air Force Maintenance Information System

MOCON—Movement Control

NAF—Numbered Air Force

NLT—No later than

OPCON—Operational Control

OPORD—Operation Order

OPR—Office of Primary Responsibility

RDAP—Readiness Driven Allocation Process

RFF—Request For Forces

SAAM—Special Assignment Airlift Mission

TACC—Tanker Airlift Control Center

USAF—United States Air Force

USTC—USTRANSCOM

USTCI—USTRANSCOM Instruction

USTC/J35-R—USTRANSCOM Operations and Plans Directorate—Air Refueling Branch

XOBK—618 AOC Mobility Management Directorate, Tanker Barrel

Terms

AVANA—ALTRV Void if Not Airborne By

Business Effort—Refers to temporary provision of a tanker aircraft and crew to deliver dedicated air refueling support to a set of customers over a specified period of time. The duration of a typical business effort is five business days. Depending on CJCS priority and funding source, business efforts fall into one of three categories; unit-funded, 618 AOC- Tanker Barrel, or ARLO-managed.

Channel Airlift—Regularly scheduled airlift for movement of sustainment cargo, depending upon volume of workload, between designated aerial ports of embarkation and seaports of debarkation over validated contingency or distribution channel routes.

Coronet—Mission designator for flight delivery of fighter aircraft under ACC AOC movement control and typically have a transoceanic leg.

Dual Role—Tanker aircraft transporting a combination of passengers and cargo while performing an AR mission.

GO81—Is the Mobility Air Force Maintenance Information System (MIS). MIS supports and enable maintenance business processes. MIS is used to document maintenance actions and track aircraft fleet health.

Movement Control—The planning, routing, scheduling, and control of personnel and cargo movements over lines of communications; includes maintaining in-transit visibility of forces and material through the deployment and/or redeployment process. MOCON does not imply the assumption of OPCON or administrative control.

Non-Tanker Mission—Tanker mission whose primary purpose is to operate as a Channel, Contingency, SAAM, or Exercise mission.

OPCON—The command authority that may be exercised by commanders at any echelon at or below the level of CCMD and may be delegated within the command. OPCON is able to be delegated from and lesser authority than COCOM. It is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction over all aspects of military operations and joint training necessary to accomplish the mission. JP 1, *Joint Personnel Support and DOD Dictionary of Military and Associated Terms*.

Soft AR—AR coordinated directly between the tanker and receiver unit.

Validation—The process of determining if a mission meets required support parameters and has the proper CJCS priority assigned.