

**BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE (AFSOC)**

**CANNON AIR FORCE BASE
INSTRUCTION 10-406**



12 DECEMBER 2017

Operations

MISSION SUPPORT SCHEDULING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Daniel W. Harris)

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This instruction augments the Air Force Special Operations Command Air Operations Directive. CANNONAFBI 10-406 establishes policies and procedures for the 27th Special Operations Wing (27 SOW) scheduling process for non-contingency support requests. It applies to all organizations assigned or attached to the 27 SOW. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and should be reviewed in its entirety.

1. General.

1.1. Purpose. The processes outlined in this Operating Instruction (OI) validate Air Support Request (ASRs) and Mission Support Requests (MSRs) received by the 27 SOW. The requests are tasked on an established priority per the AFSOC Air Operations Directive (AOD). The commit scheduling process is delegated by the 27 SOW/CC to the 27 SOAOS/DOX.

1.2. Wing Scheduling. Wing Commit Scheduling, 27 SOAOS/DOXO, is the single point of contact for agencies to request support. DOXO reviews all requests and prioritizes per the Wing Commander's guidance. These requests are presented at the weekly commit meeting, whereby the Unit Planning Representatives (UPR) provide their support feasibility. Any questions can be directed to 27 SOAOS/DOXO at DSN 681-1743.

2. Wing Commit Calendar.

2.1. Wing Commit Calendar. The Wing Commit Calendar is a comprehensive database of all known MSRs and commitments. 27 SOAOS/DOXO will update the commit calendar (Attachment 2) to reflect the current status as requests are processed.

2.2. The commit calendar is located on the 27 SOAOS SharePoint at the following location: <https://eis.afsoc.af.mil/sites/27soaos/DOX/doxo/Shared%20Documents/Forms/AllItems.aspx>.

2.3. Wing Commit Calendar Updates. 27 SOAOS/DOXO is the OPR for changes to the Wing Commit Calendar. Contact the 27 SOAOS/DOXO at 27SOAOS.DOXO@us.af.mil or DSN 681-1743 to coordinate change requests.

3. Mission Support Request Procedures.

3.1. Types of Requests. Submit all MSRs IAW procedures outlined in this section.

3.1.1. Air Asset Allocation Conference (AAAC) Events. Joint Special Operations Command (JSOC) training events are scheduled through the AAAC meeting held quarterly at Fort Bragg, North Carolina. MSRs (Form 20) for these events are listed on the AAAC SharePoint on JIANT. AFSOC OC is notified of the ASR, who in-turn validates the request against the current AFSOC Air Operations Directive (AOD). The AOD is located on AFSOC OC's SharePoint page.

3.1.2. SOCOM Events. Special Operations Command (SOCOM) events are scheduled using the SOCOM Form 111 (Attachment 4). These MSRs are routed through the requesting unit's chain-of-command to SOCOM. The requests are validated and AFSOC OC sends the MSRs to 27 SOAOS/DOXO for coordination. This is the approved process for SOCOM components and outside agencies to utilize AFSOC air assets. Attachment 7 outlines the basic flow for Form 111 submissions. The SOCOM Directive, 350-2, contains additional information for the JAAAC process.

3.1.3. Joint Chiefs of Staff (JCS) exercises, COCOM exercises and Coalition Special Operations Forces Subject Matter Expert Exchange (CSOF SMEE) support requests are sent to HQ AFSOC and staffed through A3TJ. AFSOC/A3TJ will send the support request to AFSOC OC who will coordinate with 27 SOAOS/DOXO and 27 SOW/DOXJ per the previously established procedures.

3.1.4. Test Events. All requests for aircraft tests, trial installations, Time Compliance Technical Order (TCTO) validations, and other HHQ directed maintenance activities are submitted by HQ AFSOC Form 5 (Attachment 6).

3.1.5. 27 SOW unit requests. 27 SOW assigned units requesting support from another 27 SOW assigned unit will submit a SOCOM Form 111 directly to 27 SOAOS/DOXO.

3.1.6. Cannon AFB tenant unit requests. All Cannon AFB tenant unit (i.e. 26 STS, 43 IS) support requests will be submitted to SOCOM via the Form 111 process.

3.1.7. 27 SOSS support requests. Requests from all non-Cannon AFB units will be submitted to SOCOM via the Form 111 process. Support includes Special Operations Forces Medical Element (SOFME), Survival, Evasion, Resistance and Escape (SERE), Assault Zone and Drop Zone Controllers, and Combat Training Element (CTE) requests.

3.1.8. Melrose Range requests. Requests for use of the Melrose Range will be documented on a MAFR Form 111R (Attachment 5). Refer to AFI 13-212 AFSOC SUP Cannon AFB Addenda for MAFR Form 111R guidance.

4. Wing Scheduling Process.

4.1. Wing Commit Meeting. The purpose of the meeting is to review all new support requests and events in coordination. The meeting will review all requests received through the end of the next quarter but no less than 120 days. All unsupported responses will include a brief reason for non-support (i.e. crews, tails, etc.) It is chaired by the 27 SOG/CC, or his designee, and facilitated by 27 SOAOS/DOXO. Attendees include representatives from the following organizations: 27 SOG, 27 SOMXG, 27 SOMSG, 27 SOMDG, 27 SOSS, and 27 SOG flying squadron representatives.

5. Responsibilities.

5.1. Wing Scheduling (27 SOAOS/DOXO) will:

5.1.1. Maintain the Wing Commit Calendar.

5.1.2. Manage the wing scheduling process to include facilitating the weekly commit meeting.

5.1.3. Receive, review, and validate all MSRs.

5.1.4. Identify the impact of contingency operations on the Wing Commit Calendar and coordinate changes.

5.1.5. Inform AFSOC OC/SPDP of 27 SOW support decisions.

5.1.6. Review the weekly MAAP with AFSOC OC to ensure accuracy.

5.2. Unit Planning Representatives (UPRs) will:

5.2.1. Review all Form 5, Form 20, and Form 111 requests.

5.2.2. Contact the requesting unit for additional information, if needed, and determine squadron support feasibility.

5.2.3. Notify 27 SOAOS/DOXO of any changes to include aircraft availability issues or potential conflicts.

5.2.4. Coordinate with 27 SOMXS/MXMW for munitions support/allocation transfers no later than 60 days before exercise start date to allow sufficient support.

STEWART A. HAMMONS, Colonel, USAF
Commander

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

SOCOM Directive 350-2

AFI 13-212, AFSOC Supplement, Cannon Addenda

Prescribed Forms

None

Adopted Forms

SOCOM Form 111, *USSOCOM JAAAC Mission Request Sheet*

MAFR Form 111R, *Melrose Air Force Range Activity Request Sheet*

HQ AFSOC Form 5, *HQ AFSOC Aircraft Support Request*

Acronyms

AAAC—Air Asset Allocation Conference

AFSOC OC—Air Force Special Operations Command Operations Center

AOD—Air Operations Directive

ASR—Aircraft Support Request

CSOF SMEE—Coalition Special Operations Forces Subject Matter Expert Exchange

JAAAC—Joint Air Asset Allocation Conference **JCS**—Joint Chiefs of Staff

JSOC—Joint Special Operations Command

MAAP—Master Air Attack Plan

MSR—Mission Support Request

SIPRNet—Secure Internet Protocol Router Network

SOF—Special Operations Forces

SPDP—Strategy and Plans Division, Combat Plans

STS—Special Tactics Squadron

TCTO—Time Compliance Technical Order

UPR—Unit Planning Representative

Attachment 2

COMMIT CALENDAR

A2.1. SharePoint Webpage. The Wing Commit Calendar is available at: <https://eis.afsoc.af.mil/sites/27soaos/DOX/doxo/Shared%20Documents/Forms/AllItems.aspx> (Figure A2.1). This page and its contents are maintained by 27 SOAOS/DOXO.

Figure A2.1. 27 SOAOS/DOXO SHAREPOINT.

The screenshot displays the SharePoint interface for 'Wing Commit Scheduling'. The breadcrumb trail is '27 SOAOS > DOX > Wing Commit Scheduling > Shared Documents'. The page title is 'Shared Documents'. A navigation bar at the top includes links for '27 SOAOS', 'DOO', 'DOX', 'JOC', 'DOP', 'RMO', 'STAFF SLIDES', 'CONFERENCE ROOM', 'BOOSTER CLUB', 'RA', 'PT Program', and 'HOSTING'. The left sidebar contains navigation options: 'View All Site Content', 'Documents' (with sub-items 'Shared Documents' and 'FORM-1 Routing'), 'Lists' (with sub-items 'Organization Events', 'Tasks', 'DOXO Personnel', 'Commit Calendar', and 'DOXO Schedulers'), 'Discussions' (with 'Team Discussion'), 'Sites', 'People and Groups', and 'Recycle Bin'. The main content area shows a table of shared documents with columns for 'Type', 'Name', and 'Modified'.

Type	Name	Modified
Folder	Archive	2/5/2015 4:50 PM
Folder	Blank Form 111_5_20	7/28/2017 4:32 PM
Folder	CANNONAFB_Instructions	7/28/2017 4:29 PM
Folder	Commit Slides	6/29/2017 11:39 AM
Folder	Form 111s	1/30/2013 1:33 PM
File	MASTER 27 SOAOS DOXO WING COMMIT	7/31/2017 12:11 PM

Attachment 3

WING COMMIT CALENDAR FIELDS AND DEFINITIONS

A3.1. Wing Commit Calendar. See Figure A3.1.

A3.2. Event # Prefix - Unique event ID number assigned for each mission type.

A3.2.1. ## - AAAC mission (Form 20).

A3.2.2. SF - JAAAC mission (Form 111).

A3.2.3. HQ - AFSOC HQ Test Mission (Form 5).

A3.3. OPR - Responsible agency. Normally, this is the requested unit.

A3.4. Asset summary/Comments/Remarks . General description of dates, assets, and level of support requested.

Figure A3.1. Wing Commit Calendar.

MISSION PREFIX	EVENT # (To view flight checklist, hyperlinks & guide look into browser)	Date added	START	END	DESCRIPTION	LOCATION	OPR	ASSET SUMMARY/ COMMENTS
Tskd	HQ 16-12-05		8-Dec-16	30-Sep-17	INC 2 MOD - AFLCMC/WISM	Greenville, SC	9	1x MC-130J
Tskd	HQ 17-05-22	3-May-17	8-May-17	30-Aug-17	VSD FDE - 18 FLTS	Hubert Field, FL	9/20	1x MC-130J/1x CV-22
Tskd	HQ 17-05-20	26-Apr-17	31-May-17	31-Oct-17	STINGER II FLIGHT TEST SUPPORT - USSOCOM	Eglin AFB, FL	16	1x AC-130W
Tskd	HQ 17-07-04	17-May-17	18-Jul-17	2-Aug-17	DEPOT PAINT - PMA 275	Cherry Point, NC	20	1x CV-22
Tskd	SF 1707624	21-Jan-17	18-Jul-17	2-Aug-17	SOFLIFT - AFSOC & USFA	Cannon AFB, NM - Colorado Springs, CO	9	1x MC-130J
CRD 2	SF 1707434	13-Jul-17	25-Jul-17	28-Aug-17	SM SUPPORT/BOLD QUEST 17-2 - AFSOC READINESS CENTER	Hubert/Cannon AFB	20/324/12/551/ROC	1x CV-22/1x MQ-9
Tskd	SF 1707411	18-Apr-17	27-Jul-17	2-Nov-17	17B WIC - 14 WPS	Hubert Field/Cannon AFB	9	1x MC-130J
Tskd	07-152	25-Jan-17	29-Jul-17	4-Aug-17	FESOP 3-17 - USASOC	Lawson AAF	9/16/348	2x MC-130J/1x AC-130W/1x U-28
Tskd	SOW 17-07-007	22-May-17	30-Jul-17	12-Aug-17	FESOP/LAT/BRONZE RAM 03-17 - 27 SOW/SOAGS	Fl Bessing, GAFI Hood, TX	SOW MC/SOW 1st Shri1303/3/38 SOIS/SOUB/SOCS/43IS/HC	MC/1st Shri1/Wa/3ed/1st/AFSP/Comms IS/Chaplain
Tskd	07-281	2-Jun-17	31-Jul-17	4-Aug-17	NITE SHADOW 7 - AVTEG	WPAFB, OH	348/12/3/33	Crews Only
Tskd	SF 1708415	3-May-17	2-Aug-17	26-Aug-17	LIGHT ATTACK EQUIPMENT TEST SUPPORT - AFSOC ASIS	Holloman AFB, NM	SOSS	OPFOR

Attachment 4

USSOCOM JAAAC MISSION REQUEST SHEET

Figure A4.1. SOCOM FORM 111 (Example).

USSOCOM JAAAC MISSION REQUEST SHEET		
1. REQUESTING UNIT	2. MISSION TYPE OR EXERCISE NAME	PRIORITY (Entered in block 16)
4a. AIRCRAFT (A/C) TYPE (i.e. Helo/Tanker/Gunship – not specific unless reqt driven)	4b. PREFERRED // MIN # OF A/C REQUESTED (i.e. Prefer 2 A/C // Min Req'd - 1 A/C)	1. Deployment Training (a) Rehearsal-Pending Ops (b) OIF/OEF Prep (c) CIF Prep 2. JOINT COMBINED TRAINING (a) JCS Exercises (b) Geographic Component Commander Exercise (c) CDRSOCOM directed event (d) SOCOM Component Commander directed event (e) SOATC/19 SOS Joint Training (f) Test Support 3. SERVICE & INTEROPERABILITY (a) JRTC (b) NTC (c) USAF Flag Exercise (d) Bilateral Training (e) JCET 4. OTHER
5a. REQUESTED DATE WINDOW // FLEXIBLE? (i.e. 15 Jan – 6 Feb 06, Yes - Flexible within dates))	5b. PREFERRED // MIN # OF DAYS A/C REQ'D (i.e. Prefer 2 days // Min 1 day Req'd)	6. NUMBER OF PERSONNEL
7. TYPE OF CARGO		

8. SPECIAL EQUIPMENT REQUIRED		9. LOCATION (Specific Area/Base/State) (Denote if you are flexible on location)	
		10. REQUEST DATE:	
11. MISSION ITINERARY			
12a. REQUESTING UNIT POC(s) INFO (Name/Tel):		12b. POC(s) UNCLASS E-MAIL ADDRESS (required)	
13. MISSION STATUS (Dates)	TASKED	PENDING	UNSUPPORTED
DATE STATUS ASSIGNED:			
14. SUPPORTING UNIT NAME			
15. SUPPORTING UNIT POC AND TELEPHONE NUMBER			
16. MISSION PRIORITY NUMBER	17. DATE RECEIVED	18. MISSION NUMBER	

SOCOM FORM 111, JAN 06(EF)

Attachment 5

MELROSE AIR FORCE RANGE ACTIVITY REQUEST SHEET

Figure A5.1. MAFR FORM 111R (Example).

MELROSE RANGE ACTIVITY REQUEST SHEET		
1. REQUESTING UNIT:	2. MISSION TYPE OR EXERCISE NAME:	MAFR TIMELINE
3. ACTIVITY REQUESTED (Include number and type of aircraft in Box 11):		Large Force/Visiting Unit Exercise 90 Day Items Due to RMO: • 27 SOW Form 111R 60 Day Items Due to RMO: • DODICs • CONOP • Range Fence 30 Day Items Due to RMO: • ORM 2.5 Weeks Out: • CSE Entry Local Unit Exercise 60 Day Items Due to RMO: • 27 SOW Form 111R 30 Day Items Due to RMO: • DODICs • CONOP • ORM 2.5 Weeks Out: • CSE Entry
<input type="checkbox"/> Bombing/Gunnery Ranges <input type="checkbox"/> Electronic Combat <input type="checkbox"/> DZ Personnel/Cargo <input type="checkbox"/> HLZ <input type="checkbox"/> LZ <input type="checkbox"/> Combat Controller <input type="checkbox"/> JTAC <input type="checkbox"/> EOD <input type="checkbox"/> Small Arms <input type="checkbox"/> Heavy Weapons <input type="checkbox"/> Morning Targets <input type="checkbox"/> Pop-Up Targets <input type="checkbox"/> Jockey/Spirit Impact Area <input type="checkbox"/> Smokey Sams <input type="checkbox"/> Urban Complex <input type="checkbox"/> Ground Operations <input type="checkbox"/> SERE/CSAR <input type="checkbox"/> Bivouac <input type="checkbox"/> Convoy Training <input type="checkbox"/> Environmental <input type="checkbox"/> Laser Boresight <input type="checkbox"/> Other (Enter in Block 11)		
FACILITIES: Permanent Exercise Facility (PEF) <input type="checkbox"/> Melrose Air Force Range <input type="checkbox"/> Cannon AFB Tactical Operations Center (TOC) <input type="checkbox"/> Mesa <input type="checkbox"/> Range Support Complex Visit the MAFR website for more details: https://melroserange.cannon.af.mil		
4a. REQUESTED DATE WINDOW // FLEXIBLE?: (i.e. 15 Jan - 6 Feb 15, Yes - Flexible within dates)	4b. PREFERRED // MIN #DAYS A/C/ REQUIRED: (i.e. Prefer 2 days // Min 1 day required)	5. NUMBER OF PERSONNEL:
6. TYPE OF CARGO:		
7. SPECIAL EQUIPMENT REQUIRED:		8. LOCATION (Specific Areas on Melrose - i.e. Page DZ, Jockey MOUT, Mesa TOC):
9. FENCE MELROSE AIR FORCE RANGE (MAFR) DURING EXERCISE: <input type="checkbox"/> YES <input type="checkbox"/> NO (A large or complex exercise may benefit from closing MAFR to non-participating users for all or part of the exercise)		10. REQUEST DATE SENT:
11. DETAILED SPECIFIC ACTIVITY:		
DATE/TIME:	ACTIVITY:	
12. REQUESTING UNIT POC(s) INFO (Name/Phone/Email):		
13. COMMANDER'S CONTACT INFO (Name/Phone/Email):		
14. RANGE COMMITMENT POLICY: Failure to meet MAFR timeline will result in delay/cancellation of exercise.	17. DATE RECEIVED:	18. MISSION NUMBER:

Attachment 6

HQ AFSOC AIRCRAFT SUPPORT REQUEST

Figure A6.1. HQ AFSOC FORM 5 (Example).

HQ AFSOC AIRCRAFT SUPPORT REQUEST		HQ AFSOC Tracking #: HQ# 16-05-05		
HQ AFSOC Sponsor Information		Requesting Agency Information		
Date Received:	Date:	<input type="checkbox"/> Flight Crew <input type="checkbox"/> Maintenance		
Office Symbol:	Organization:			
Point of Contact:	Address:	Specialist Type/Rating		
Phone: DSN: Comm:	Point Of Contact:			
Fax: DSN: Comm:	Phone: DSN: Comm:			
E-mail:	Fax: DSN: Comm:			
Project Number:	E-mail:			
Date Support Is Required: <small>(minimum lead time is 45 days for any request involving test, 30 days for all others)</small>		Duration:	Is An Alternate Date Acceptable <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Location:		
Type Aircraft Requested:	Other	Tail Number:		
Type of Activity:	<input type="checkbox"/> Technical Survey	<input type="checkbox"/> Modification	<input type="checkbox"/> Ground Test Production Installation	<input type="checkbox"/> T/O Cert/Ver
	<input type="checkbox"/> Flight Test	<input type="checkbox"/> Trial Install	<input type="checkbox"/> Kitproof	<input type="checkbox"/> ATD
This Activity Is Part Of An AFSOC Funded Program:		<input type="checkbox"/> YES <input type="checkbox"/> NO (please explain in next section)		
Description of Activity:				
Impact if Not Supported:				

Attachment 7

SOCOM FORM 111 COORDINATION PROCESS

Figure A7.1. SOCOM Form 111 Flow.

