

**BY ORDER OF THE COMMANDER  
1ST SPECIAL OPERATIONS WING  
(AFSOC)**

**HURLBURT FIELD INSTRUCTION 38-204**

**23 MARCH 2016**



**Manpower**

**MISSION ENHANCEMENT FLIGHT  
OPERATIONS**

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This instruction implements Air Force Policy Directive (AFPD) 38-2, *Manpower*, and AFI 38-204, *Programming USAF Manpower*. This instruction prescribes policies and procedures governing the newly established Mission Enhancement Flight (MEF) in the 1st Special Operations Wing (1 SOW). It provides general information on the MEF's purpose, responsibilities of the staff and Airmen of the MEF, assignment of Airmen to the MEF, daily operations and prohibited activities. This publication does not apply to the Air Force Reserve (AFR) or the Air National Guard (ANG). 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 847 from the field through the appropriate chain of command to 1 SOW/CCC. 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).

## Chapter 1

### CONCEPT OF OPERATIONS

#### 1.1. Mission Statement.

1.1.1. The Mission Enhancement Flight will enhance the ability of 1 SOW Air Commandos to create an environment for our Airmen and families to thrive. The flight will enable Wing leadership to reallocate forces and resources to accomplish non-specialty tasks throughout the base with personnel who are unable to perform in their Air Force specialty.

#### 1.2. Purpose.

1.2.1. The primary mission of the MEF is to leverage Airmen who are unable to perform duties in their primary Air Force specialty. Airmen will perform base-wide duties commensurate with their rank in accordance with AFI 36-2618, *The Enlisted Force Structure*, any duty limitations as prescribed on an AF Form 469, *Duty Limiting Condition Report*, and compatible with the status of the Airman's current duty status.

1.2.2. The secondary mission of the MEF is to assist Airmen to either return to the Air Force to perform primary duties or to transition them from military duty to civilian status.

#### 1.3. Activities Prohibited.

1.3.1. The MEF is NOT designed to execute punishment or pass judgment on the Airmen attached to the flight. All Airmen will be treated fairly with dignity and respect and will not be the subjects of ridicule, hazing, or ostracizing.

1.3.2. Airmen serving extra duties as part of judicial or non-judicial punishment will not be attached to the MEF for the purposes of performing the extra duties. The member will serve any extra duty at the squadron, and then, if the commander so decides, will report to the MEF. The assignment and supervision of these additional duties remain a squadron responsibility.

1.3.3. MEF Airmen will not perform duties which constitute a known safety or health hazard to the member or is not sanctioned by Air Force customs.

#### 1.4. Guidance for Attaching Airmen to the Mission Enhancement Flight.

1.4.1. Unit commanders retain the sole authority and discretion for their assigned Airmen. This document is guidance to help commanders decide whom to attach to the MEF and to ensure equality across the base. The following Airmen are candidates for the MEF:

1.4.2. Released from Primary Duties. These are Airmen who are unable to perform their primary duties or are awaiting decision to retain, retrain, or separate.

1.4.3. Awaiting Involuntary Discharge from the Air Force.

1.4.4. Awaiting Administrative Separation from the Air Force. These are Airmen who are awaiting separation because of administrative actions such as medical disqualification, loss or suspension of security clearance, etc.

## 1.5. Command Relationships.

1.5.1. The MEF will have operational control over the Airmen attached to the flight. Squadron commanders will retain administrative control of the Airmen (including Government Travel Card, fitness, testing, training, etc.) and will retain disciplinary authority.

## 1.6. Organizational Structure.

1.6.1. **Concept.** The MEF will report to the 1 SOW Command Chief with office symbol being 1 SOW/MEF. The MEF will conduct self-sustainment operations and will follow established rules and responsibilities. All Airmen will have general and specific responsibilities as set by this document and AFI 36-2618. Due to the sensitive nature of operations, the MEF leadership will receive briefings from JA, ADC and, IG prior to assuming duties.

### 1.6.2. Superintendent.

1.6.2.1. The Superintendent is the senior enlisted leader (SEL) of the MEF and is responsible for the management of the flight. The position is a semi-permanent, rotational assignment of 12 months, or as determined by the 1 SOW/CCC. The duty title is Superintendent, Mission Enhancement Flight, and should be a senior noncommissioned officer. The Superintendent will:

1.6.2.2. Manage overall MEF program and resources.

1.6.2.3. Coordinate with base agencies and unit First Sergeants to maximize use of available resources.

1.6.2.4. Provide weekly progress updates to the First Sergeants on the status and progress of their Airmen.

1.6.2.5. The Superintendent will be assigned to the 1 SOW/CCC for the purposes of enlisted performance reporting.

### 1.6.3. Noncommissioned Officer in Charge (NCOIC).

1.6.3.1. The need and/or use of a NCOIC will be based solely on the number of personnel assigned to the MEF at a particular time and may come from within the ranks of the MEF but due to the information at the NCOIC's disposal should be limited to those that DO NOT have investigations pending, have not been assigned to the MEF for disciplinary reasons, are awaiting discharge or have mental health reasons for their assignment to the MEF. The NCOIC will be responsible for the daily operations of the MEF. This position is a semi-permanent, rotational assignment of 3 to 6 months, or as determined by the 1 SOW/CCC. The duty title is NCOIC, Mission Enhancement Flight. The NCOIC will:

1.6.3.2. Supervise MEF Airmen during daily operations.

1.6.3.3. Manage the personnel roster and PT program.

1.6.3.4. Perform as the Senior Enlisted Leaders (SEL) in the absence of the MEF Superintendent.

## 1.7. Responsibilities.

### 1.7.1. The 1 SOW/CCC will:

1.7.1.1. Provide oversight and guidance to the MEF leadership and to enable MEF operations across the base.

1.7.1.2. Staff the SEL positions as needed from the Wing.

### 1.7.2. Unit First Sergeants will:

1.7.2.1. Work with their unit commander to identify Airmen to be attached to the MEF.

1.7.2.2. Provide a folder with pertinent information on Airmen attached to the MEF including:

1.7.2.2.1. Brief synopsis of the reason for assignment to the MEF.

1.7.2.2.2. Allegations if currently under investigation.

1.7.2.2.3. If member is currently in the administrative discharge process, if so an estimated discharge date and whether the individual has attended the Transition Assistance Program (TAP) briefings.

1.7.2.2.4. Whether the member has been convicted at a court-martial.

1.7.2.2.5. Applicable AF Form 422 and 469 that may impact abilities to PT or limit detail assignments.

1.7.2.2.6. Whether there is a conflict of interest or no contact order connected to someone that works/resides on base that might limit member's ability to perform certain details.

1.7.2.2.7. Any other reason the member cannot perform his or her primary duty at the squadron unit of assignment.

1.7.2.2.8. Be the liaison between the MEF and the squadron and check on the welfare of their Airmen assigned to the MEF as required and every week as a minimum.

*NOTE: The unit will retain administrative control of the Airmen to include discipline.*

### 1.7.3. Administrative Support.

1.7.3.1. The 1 SOW/CCCE will provide support to the MEF as needed.

## 1.8. Hierarchy of Detail Assignments.

1.8.1. Base-wide scope, direct mission enhancement. These are details that directly impact the 1 SOW mission. Typically, they are ancillary details the wing director of staff or group superintendents would advertise for manpower support.

1.8.2. Squadron scope, direct mission enhancement. These are details that require additional manpower to allow a squadron to enhance or sustain their mission.

1.8.3. Base-wide scope, indirect mission enhancement. These are details that enhance or further the appearance or operation of the base.

1.8.4. Unit-centric, indirect mission enhancement. These are details that enhance or further operations.

## Chapter 2

### FLIGHT OPERATIONS

**2.1. Duty Day.** The standard duty day is typically from 0700 to 1600. MEF leadership may extend or modify the duty day as necessary to meet mission requirements and will be made based on necessity. Lunch is typically between 1100 and 1200, with allowance for mission necessity. All members will be in place 5 minutes prior to the begin times. There are unit formations at the following times: Mornings prior to detail assignment, before lunch, after lunch, PT, and prior to being dismissed for the day.

#### **2.2. Details.**

2.2.1. MEF Airmen will perform base details commensurate with their rank and compatible with their character of service and any duty limitations identified on an AF Form 469. Details will be performed in ABU's unless otherwise coordinated with the MEF Superintendent.

#### **2.3. Physical Training.**

2.3.1. MEF personnel will participate in mandatory group PT as determined, by MEF Superintendent. Those who are on physical profiles will perform PT IAW their AF Form 422, *Notification of Air Force Member's Qualification Status*. Members who have a complete exemption from PT will be required to perform other training or duties IAW with their AF Form 422.

#### **2.4. Airman Development.**

2.4.1. MEF leadership will facilitate development seminars when duty schedules permit. Subjects will vary depending on individual and group needs. Sources of development include the Airmen & Family Readiness Center, professional development provided by the Career Assistance Advisor, and other internal and external support agencies.

#### **2.5. Appointments.**

2.5.1. MEF Airmen will be allotted time to fulfill obligations and meet appointments (i.e. medical, legal, out-processing, etc.) as required. It is necessary for MEF leadership to verify all appointments of the MEF Airmen to ensure accountability. Therefore, all appointments not covered by privileged communication will be sent to MEF leadership through an official letter, appointment slip, or e-mail from the agency or person with whom the appointment is made. The e-mail address for the MEF organizational account is [ISOW.MEF@HURLBURT.af.mil](mailto:ISOW.MEF@HURLBURT.af.mil). MEF Airmen may be escorted to appointments at the discretion of the MEF leadership.

#### **2.6. Breaks.**

2.6.1. MEF Airmen will receive one 15 minute break during the morning detail period and one 15 minute break during the afternoon detail period. They will coordinate with the Superintendent or NCOIC prior to taking the break, and the Superintendent/NCOIC will annotate the times in/out and provide this to MEF leadership when requested. The Airmen are expected to take care of personal care items during this period to include smoking, snacks, and personal phone calls, etc. Comfort breaks will be given as needed, if required outside of the 15 minute break period.

**2.7. Leave.**

2.7.1. Squadron leadership retains administrative control over their Airmen who are attached to the MEF. As such, MEF Airmen will coordinate with MEF leadership and process leave thru their owning squadron and provide MEF leadership a copy of Part II for tracking purposes.

## Chapter 3

### ACTIVITIES PROHIBITED

#### 3.1. Prohibited Conversations.

3.1.1. Discussions, questions, comments, etc. pertaining to Airmen detailed to the MEF are prohibited. This is necessary to protect the member's privacy as well as ensure good order and discipline. Additionally, there may be times when there are open investigations on members. Conversations regarding these matters are not protected and may be admissible during legal proceedings.

#### 3.2. Inappropriate Conduct.

3.2.1. The MEF provides a safe environment free from any forms of discrimination or harassment. Conduct contrary to this will not be tolerated to include inappropriate comments or physical contact. All instances will be immediately reported to MEF leadership.

#### 3.3. Leadership Conduct.

3.3.1. MEF leadership will treat all MEF Airmen with dignity and respect and will not prevent MEF Airmen from using available legal, medical, inspector general or chain of command channels if desired. If requests must be delayed due to mission requirements and are not of an urgent nature, inform the Airman of the circumstances and accommodate the Airman's request at the first available opportunity. Additionally, MEF leadership will not use any form of reprisal for MEF Airman seeking assistance from referral agencies.

SEAN M. FARRELL, Colonel, USAF  
Commander

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

Air Force Enlisted Classification Directory

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-2618, *The Enlisted Force Structure*, 27 February 2009

***Adopted Forms***

AF Form 469, *Duty Limiting Condition Report*

AF Form 422, *Notification of Air Force Member's Qualification Status*

***Prescribed Forms***

None

***Acronyms and Abbreviations***

**ABU** —Airman Battle Uniform

**ADC** —Area Defense Counsel

**CCCE** —Wing Command Chief's Executive Assistant

**IAW** —In Accordance With

**IG** —Inspector General

**JA** —Judge Advocate

**MEF** —Mission Enhancement Flight

**NCOIC** —Noncommissioned Officer in Charge

**PT** —Physical Training

**PTU** —Physical Training Uniform

**SEL** —Senior Enlisted Leader

**SOW** —Special Operations Wing

**UOD** —Uniform of the Day