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Item 1, Serial 1A

41WG SI(OPS) 03-19

CONTACT OF INTEREST REPORTING PROCESS

INTRODUCTION

1. One function of 41WG Operations is to provide post mission reporting to client agencies. The combination of parametric and pictorial data is used by operational and intelligence agencies external to 41WG. An efficient and accurate reporting process is required to ensure client agencies receive the data they require.
2. This standing instruction will ensure that the post mission reporting process is efficient. It details requirements that will improve accuracy, speed of production and eliminate duplication.

AIM

3. To detail post mission reporting processes for 41WG units.

AUTHORITY

4. The authority for this Standing Instruction is the Officer Commanding 41Wing.

SCOPE

5. This Standing Instruction applies to all Contacts of Interest detected by 41WG units actively engaged in the production of the 41WG surveillance product.
6. The intention is to remove inefficient work practices and systems in order to reduce the workload on operators and preserve the accuracy of reported data. The basic premise for this SI is to have an accurate and comprehensive database in a format that will allow many uses and/or inputs.

DEFINITIONS

7. **Contact of Interest.** A Contact of Interest (COI) is defined as any track which matches or potentially matches current 41WG Tasking Intentions.

INSTRUCTIONS

8. **Contact Of Interest Declaration.** Each 41WG surveillance unit is responsible for the declaration, management and production of COIs within its respective area of responsibility. A track may be recommended as a COI by any other 41WG agency if deemed appropriate in accordance with its tasking priorities. The responsible surveillance unit is to ensure all 41WG elements engaged in surveillance activities are alerted to the declaration.
9. Discussion between each 41WG surveillance unit is encouraged but not mandatory with respect to COI activity. Any surveillance unit making a recommendation to declare a COI is to include its reasoning behind the recommendation. Similarly, an explanation to not support the request should be justified. In the event that a dispute should arise on the validity of a COI the disputed track is to be treated as a COI.
10. **Recording of COI details.** The surveillance unit responsible for the COI will record all relevant details pertaining to the COI. Annex A details the units responsibilities and processes for the recording, compilation and storage of COI details.

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41WG SI(OPS) 03-19

11. **Pictorial Production.** Pictorial production is to be IAW the client's requirements. As a default annex B provides guidance for the production of pictorials in the event that the client's requirements are unable to be determined at the time of production. The surveillance unit that declared and managed the COI will produce the pictorial in a timely fashion as to ensure sufficient time is allowed for 41TIF staff to make an informed assessment for the next days Operations Brief.

Annexes:

- A. Contact of Interest Information
- B. Contact of Interest Pictorial Producton

Sponsor: SO2 OPS

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02 OCT 12

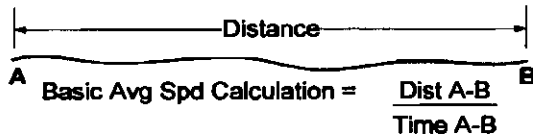
CONTACT OF INTEREST INFORMATION

INTRODUCTION

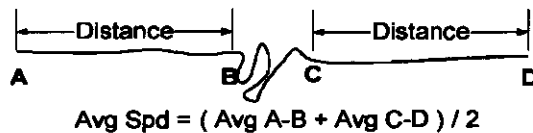
1. Once a COI is declared, accurate information on the track is to be recorded in the COI database.
2. **Responsibilities.** The RSD/JSD is to ensure that parametric information on all COIs is recorded and stored in a central depository, which is also accessible to 41TIF.
3. **Parametric Data.** Any track declared as a COI is to have the following details recorded:
 - a. System track number.
 - b. Sensor track number.
 - c. Tail number/callsign – If available.
 - d. Type/suspected type – If available/determinable.
 - e. Detection time.
 - f. Detection airfield or position LL – If detection position §47E can be recorded as the detection position. If detection position §47E provide actual LL and include §47E
 - g. Detection heading.
 - h. Detection speed.
 - i. Faded time.
 - j. Faded Airfield or Position LL - If fade position is §47E §47E can be recorded as the fade position. If fade position is §47E E provide actual LL and include §47E §47E
 - k. Faded heading.
 - l. Faded speed.
 - m. Approximate Average Speed for the track – Refer para 4 for average speed calculation information. Average speed is to be calculated generally as total distance travelled divided by total time taken. Refer to figure A1 for examples of Average Speed Calculation.
 - n. Correlates with INTEL reporting –Type of Report this COI correlates with or blank
 - o. Other comments – Include important information that may describe the activity. §47E
§47E
 - p. Intelligence comments resulting from the SIO's investigation.

Average Speed Calculation

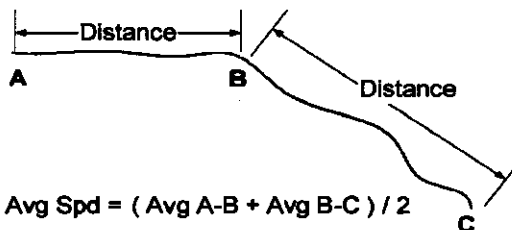
4. Average speed calculation is used to assist in the determination of platform type. Figure A1 shows examples of how to calculate average speeds for generic track histories.



Basic Average Speed Calculation.



Should a manoeuvre or break occur in the middle of the track history, averages either side should be calculated as shown.



Averages for change of direction should be calculated as shown.

Figure A1 – Average Speed Calculations

5. If any anomalies are noted during the calculations of average e.g. the average speeds for different sections of the same history are markedly different, these differences are to be annotated in the COI's operator comments.

6. **Abbreviations.** To reduce the physical size of information recorded, standard abbreviations, acronyms or terms may be used instead of plain english. Refer to ADDP 04.1.3 Abbreviations and Military Symbols.

CONTACT OF INTEREST PICTORIAL PRODUCTION





INTRODUCTION

1. The COI pictorial has been, and will continue to be the best way of conveying information on the activity of a track. Historically, a COI pictorial has been constructed for every COI detected by 41WG regardless of the track type and behaviour creating greater than required workload on 41WG operators. To reduce the workload on 41WG operators, procedures for pictorial production have been developed. This annex details these procedures.

INSTRUCTIONS


2. **Responsibilities.** Each 41WG surveillance unit is responsible for producing all required pictorials.

3. **COI Pictorial Requirements.** Pictorials will be required for the following activity when detected on 41WG systems:

- a.  s33
- b.  s33
- c.  s33
- d.  s33
- e. **Unusual or unexpected behaviour.** Any COI exhibiting unusual or unexpected behaviour e.g. major deviations off published flight plans or airplanes not readily attributable to weather or ATC diversions.
- f. **UAM.** Any COI declared as UAM in accordance with 41WG UAM Reporting and Investigation SI.
- g. **Surface Tracks - Interaction.** Any surface tracks that appear to have interaction with other surface or air tracks. Pictorial to include details of all tracks deemed to be involved in the activity.
- h. **Deviation from reporting.** Any COI exhibiting behaviour not commensurate with intelligence reporting, e.g. TACREP.
- i. Any activity where a pictorial better represents the activity than a word picture.
- j. As directed by the EM.

4. The following types of COI activity do not require pictorials;

- a. **Airplane Transits.** Any COI that tracks on airplanes or flight planned routes with no major deviation.
- b. **Direct Tracking.** Any COI that tracks directly between two airfields off airplanes with no deviations (less than 10nm either side of direct track between respective airfields).

- c. **Surface Tracks – No Interaction.** Surface tracks not having interaction with other surface or air tracks.
 - d. **As requested by client.** On occasion it may be deemed unnecessary to produce a pictorial to the end client due to multiple observations of similar track behaviour occurring.
5. **Quality and Accuracy.** Pictorials are to be produced for individual COIs. These individual pictorials will be associated with the COI record in a database. The pictorials are to be of a quality appropriate for use in briefs to senior officers. COI location and behaviour is to be represented accurately on the pictorial.
6. **Pictorial Elements.** To ensure the highest fidelity of information is recorded on pictorials, the following elements are to be included where required.
- a. **Key Map.** A small Key Map is to be included in all pictorials. The Key Map is to be small and show enough of the region around the track record to orientate the viewer. This Key Map may be produced by any graphics system for inclusion in the pictorial.
 - b. **Scale.** A simple scale is to be included in all pictorials to allow viewers to better gauge the activity depicted. Pictorial producers are to ensure the scale inserted is accurate.
 - c. **Airplanes.** Pictorial compilers are to include relevant airplanes and restricted airspace IVO observed activity.
 - (1) Significant deviations from airplanes.
 - (2) The distance of closest approach (not more than 50nm) or extent of incursion into Aust FIR.
 - (3)  s33
 - (4) Extent of activity observed where track appears to be operating in one general area.

UNAUTHORISED AIRCRAFT MOVEMENTS REPORTING AND INVESTIGATION PROCESS

INTRODUCTION

1. It is a historical fact that aircraft have been used to enter and/or depart Australian Sovereign Territory for the purpose of conducting illegal activities. Aircraft used for these illegal activities are termed Unauthorised Aircraft Movements. 41WG, in conjunction with Customs Coastwatch and other civilian security agencies, endeavours to detect these movements in order to facilitate the prosecution of the offenders.

AIM

2. This instruction outlines procedures for the declaration, investigation and reporting of an Unauthorised Aircraft Movement (UAM).

AUTHORITY

3. The authority for this Instruction is the Officer Commanding 41Wing.

SCOPE

4. This standing instruction will encompass all facets of the reporting cycle from detection of the track to the submission of the final UAM report to client agencies.

DEFINITIONS

5. The following definitions are used throughout this instruction:
- a. **UAM.** Unauthorised Aircraft Movement. Any aircraft suspected of using Australian airspace for illegal purposes. The main illegal activity targeted by Coastwatch is smuggling (people, drugs, flora and fauna).
 - b. **UNK.** Unknown. An evaluated track which has not been identified.
 - c. **TOI.** Track of Interest. An evaluated track meeting requirements specified in tasking.
 - d. **FIR.** Flight Information Region.

UAM DECLARATION

6. To be declared a UAM, a track must meet the following criteria:
- a. An IDENTIFIED track which deviates from published flight plans not due to weather, ATC or emergency; or
 - b. Identified as UNK by the active RCC after all local procedures to identify tracks have been exhausted; and
 - c. Be seen to, or suspected to have crossed the Australian FIR; and
 - d. Arrived or departed from an Australian airfield not controlled by Australian Customs.
7. Declaration of a UAM is the responsibility of the active RCC's RSD. Annex A shows a flowchart of the UAM process.

UAM categories

8. For the purposes of 41WG operations, UAM tracks are divided into two categories:
- a. **Priority.** A Priority UAM is one which is still actively held by a sensor at the time of declaration. A Priority UAM does not revert to a Routine UAM upon track fade.
 - b. **Routine.** A Routine UAM is a track which is no longer actively held by a sensor at the time of declaration or has been determined to be a UAM during post mission analysis.
9. **Priority UAM reporting.** A Priority UAM is one which is still actively held by a sensor. Priority UAM reporting aims to give Coastwatch Operations and Customs Enforcement the best chance of detaining and prosecuting offenders. Upon declaration of a Priority UAM, the reporting process is as follows:
- a. RSD to alert 41WG Watchkeeper of the declaration of a Priority UAM and provide position heading and speed details. Details are to be recorded s47E
 - b. 41WG Watchkeeper is to provide track details to the Coastwatch Watchkeeper on (02) 6275 6289 (S/E), via Wide Area Surveillance Chat System, formatted message or DSN e-mail. 41WG Watchkeeper is to ensure they receive acknowledgement from Coastwatch that the track details have been received.
 - c. 41WG Watchkeeper is to initiate a s47E
 - d. s47E to 41WG Watchkeeper:
 - (1) likely departure locations and respective departure times based on initial heading and speeds;
 - (2) likely destination locations and expected ETAs based on track history; and
 - (3) continually refine the destinations and ETAs as track continues.
 - e. 41WG Watchkeeper is to provide updates on UAM details to Coastwatch s47E
 - f. RSD is to provide s47E 41WG Watchkeeper.
 - g. 41WG Watchkeeper is to s47E
 - h. 41WG Watchkeeper is to finalise UAM report and pass to Coastwatch as soon as possible.
10. **Routine UAM reporting.** Reporting of a Routine UAM is less time critical than Priority UAM reporting. The following UAM specific tasks are levied against the active RCC RSD:
- a. The RSD is to inform the 41WG Watchkeeper of the declaration of a UAM and its details.
 - b. Determine likely departure and destination locations and estimated timings.
 - c. Report Routine UAM s47E

11. The following UAM specific tasks are levied against the 41WG Watchkeeper:
- a. 41WG Watchkeeper is to provide track details to the Coastwatch Watchkeeper on (02) 6275 6289 (S/E), via Wide Area Surveillance Chat System, formatted message or DSN e-mail. 41WG watchkeeper is to ensure they receive acknowledgement from Coastwatch that the track details have been received.
 - b. Initiate and finalise UAM report and pass to Coastwatch ASAP.

UAM INVESTIGATION

12. Initial investigation of a UAM is the responsibility of the active RCC under direction of the RSD. The investigation aims to determine an identity of the UAM. Quick identification will allow Coastwatch and Customs Enforcement to make timely decisions on their responses to the UAM.

13. Responsibility for investigating a UAM is transferred to 41WG Watchkeeper two hours after the track has faded. HQ41WG staff are to take the following actions to ensure the accuracy of the information provided:

- a. check track times and distance travelled to ensure that the average speed of the reported track is accurate;
- b. ensure that polar position reports correspond to latitude/longitude position reports; and
- c. assess the actions taken by the RCC to identify the UAM ensuring all avenues have been explored taking further action as required.

14. When the 41WG Watchkeeper is satisfied with the investigation, the UAM Report containing track history details, pictorials and details of actions taken to identify the track is to be finalised. A UAM Report proforma is stored as a template on the 41WG Watchkeeper DSN account.

15. The completed UAM Report is to be released to the following organisations once it has been approved by SO2OPS:

- a. Headquarters Air Command (AOC Watchkeeper),
- b. HQ NORCOM (J3S),
- c. Coastwatch (Watchkeeper),
- d. ASTJIC (Watchkeeper),
- e. 1RSU (OPSO),
- f. 3CRU (OPSO), and
- g. 114MCRU (OPSO).

Annexes:

- A. UAM Declaration and Reporting Process Flow Diagram
- B. UAM Report Proforma

Key Words

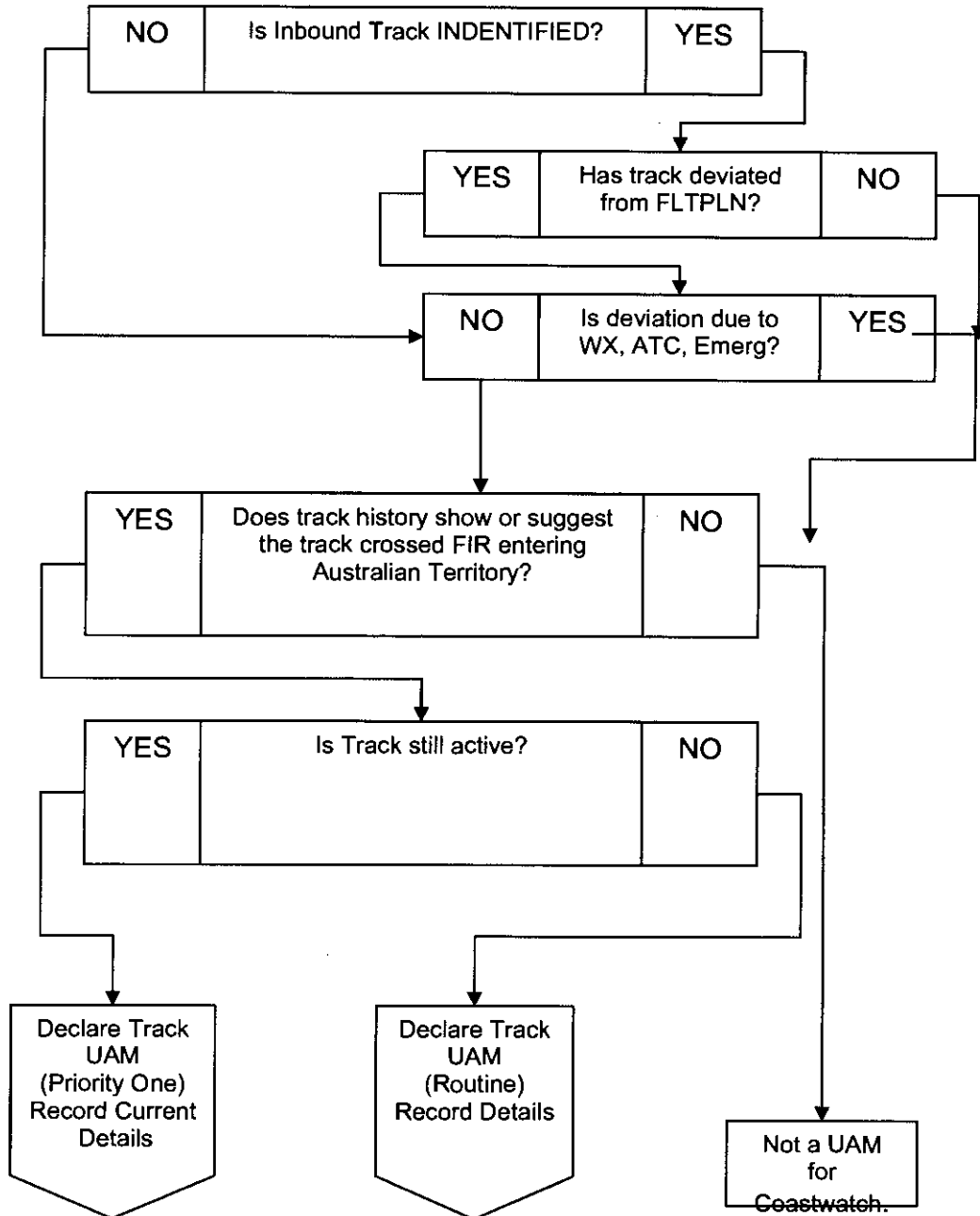
UAM TOI Coastwatch Investigations

Sponsor: SO2OPS

Annex A

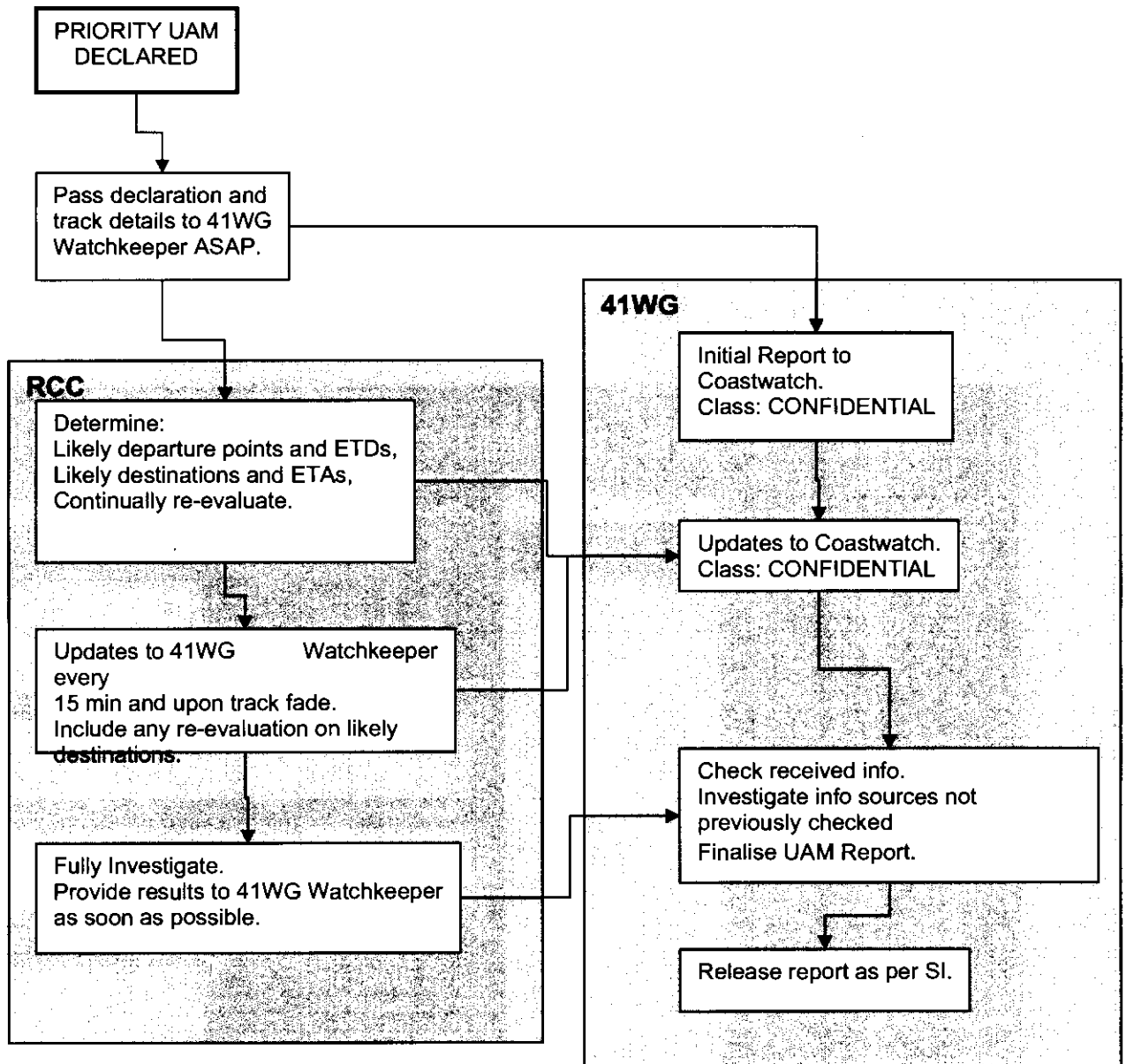
UAM IDENTIFICATION AND REPORTING PROCESS

Identification Overview



Annex A

Priority UAM - Investigation and Reporting Overview



Annex B

UAM REPORT PROFORMA

INTRODUCTION

1. The UAM Report Proforma was developed to assist those producing UAM reports. Designed to not only record information about the UAM, this proforma also acts as a checklist to ensure appropriate information has been used to make the final determination. An additional benefit is that the report proforma also acts as the basis for Coastwatch Operations internal reporting processes further reducing workload.

PROFORMA

2. The UAM Report Proforma has two main sections. The upper section is used to record parametric data on the track and tracking conditions and the lower section is used to record actions and determinations. Figure 1 shows an example of the Upper section of the UAM Report Proforma and Figure 2 shows the lower section. This Report Proforma is available as a MS Excel Template from 41WG OPS.

41WG UAM REPORT XX/YY

Investigating Officer: Phone No:

s47E Track Details

s47E Sensor Details

Weather:

Reporting Details

DTG Of Report:

Reported By:

Reported To:

Activity Summary

Figure 1 – UAM Report - Upper Section

Annex B

	Identifying Actions:
Air Services Australia:	
Coastwatch:	
Customs:	
NORCOM:	
3CRU:	
1RSU:	
114MCRU:	
41WG:	
Conclusions:	

Figure 2 – UAM Report - Lower Section

MANAGEMENT OF 41WG STANDING INSTRUCTIONS

References:

- A. AAP 5030.004—*RAAF Publications System—Orders and Instructions*
- B. DI (AF) ADMIN 06-01—*System of Orders, Instructions, and Publications in the RAAF*

INTRODUCTION

1. 41WG Standing Instructions (SI) contain the directions of the Officer Commanding and are issued to communicate these directions and instructions to personnel within 41WG. They are to be read in conjunction with and are subordinate to HQAC SIs, SRG SIs, and Defence Instructions.

AIM

2. This instruction provides guidance for the preparation, review and amendment of 41WG SIs.

AUTHORITY

3. The authority for this instruction is OC 41WG.

SCOPE

4. This instruction is applicable to all members who are posted, attached, or on temporary duty to 41WG and have a responsibility in the SI process.

INSTRUCTION

5. The overall authority for 41WG SIs is OC 41WG. COs HQ41WG, 1RSU, 3CRU, 114MCRU and SACTU are to be the series sponsor for all respective Unit SIs.

6. The OC has the authority to appoint appropriate positions to act as the sponsor for individual instructions. The Instruction Sponsor is to ensure the accuracy and currency of the individual SIs for which they are the sponsor.

Sponsorship and Authorisation

7. **Sponsorship.** To ensure the accuracy and currency of Wing SIs, SO1OPS is to oversee the conduct of annual reviews, implemented by section sponsors. The section sponsors are:

- a. Operations – SO2 OPS, PLANS and STAND
- b. Logistics – SO2 LOG and ENG
- c. Administration – SO2 PERS
- d. Finance – SO2PERS

e. Personnel – SO2PERS

8. **Authorisation.** All SIs must be appropriately authorised. In accordance with Section 2 Chapter 2 Paragraph 4 of Reference A, the SI Issuing Authority is to be the Unit Commander and this responsibility cannot be delegated. To this end, SIs produced within 41WG are to be authorised as follows:

- a. 41WG SIs by OC 41WG
- b. HQ41WG by CO HQ41WG
- c. 1RSU SIs by CO 1RSU
- d. 3CRU SIs by CO 3CRU
- e. 114MCRU SIs by CO 114MCRU
- f. SACTU SIs by CO SACTU

Promulgation

9. Following SI authorisation, all SIs are to be promulgated as follows:
- a. Subordinate Unit SIs are to be promulgated IAW the unit Quality Management System
 - b. 41WG SIs are formally promulgated using 41WG Routine Instructions (41WG RIs)
 - c. 41WG Operations SIs are to be immediately promulgated via Email from HQ41WG, in addition to 41WG RIs
 - d. All Wing and Unit SIs are to be published on the relevant Wing or Unit web site (DRN or DSN) as appropriate

Administration

10. **41WG and HQ41WG Standing Instructions.** 41WG and HQ41WG SIs are managed by the HQ41WG SI Administrator.
11. **Unit Standing Instructions.** 1RSU, 3CRU, 114MCRU and SACTU are to implement a process for the management of Unit SIs, and are to advise HQ41WG of any SI changes.

Format and Content

12. All instructions are to be written IAW references A and B. They are to be formatted IAW the template provided at annex A.
13. All instructions should be clear and concise, and in a logical format. They should not repeat other promulgated orders or instructions, but should reference them as appropriate.

41WG and HQ41WG Standing Instructions Amendment, Review and Audit

14. **41WG Standing Instructions.** All drafts/reviews/amendments are to be processed using a 41WG Draft, Amendment and Review Form (at annex B of this instruction), and follow the process outlined in the 41WG SI Draft, Amendment and Review Checklist located at annex C to this SI.

15. Whilst in draft/review/amendment status, an electronic copy of the SI shall be saved in the 41WG Objective folder, under Governance \ Publications and Policy\ 41WG SIs fG645051 (then the relevant subfolder). Whilst going through the draft/review/amendment process, the current approved copy is to be maintained in the "Current" folder, and the updated draft version in the "In review" folder. On returning the Draft Amendment and Review Form to the SI Administrator, the saved electronic copy will be uploaded to the 41WG web site and transferred into the "Current" folder. The outdated version is to be transferred into the "Archived" folder.

16. Each instruction is to be reviewed for relevancy, compliance and effectiveness annually. The SI Administrator will issue a SI Draft, Amendment and Review Form in the month before the review is due. 41WG SI Review and Auditing will be tracked through the 41WG SI Register.

17. The instruction sponsor is responsible for conducting the review, annotating the action taken and forwarding the review form back to the SI Administrator after approval. The SI Administrator is to maintain a record of all reviews.

18. **HQ41WG Standing Instructions.** HQ41WG Standing Instructions are to be managed IAW this instruction.

HQ41WG SI Administrator Responsibilities

19. The HQ41WG SI Administrator is to:
- a. maintain an Electronic Master and a hard copy master for all 41WG SIs
 - b. issue SI Draft, Amendment and Review Forms
 - c. process and issue new/amended instructions
 - d. maintain the 41WG SI register
 - e. maintain the objective filing system for 41WG SIs

Annexes:

- A. Instruction Template
- B. SI Draft, Amendment and Review Form
- C. SI Draft, Amendment and Review Checklist

Sponsor: SO2 PERS HQ41WG

SUBJECT HEADING

INTRODUCTION

1. Brief overview of the need for and/or intent of the instruction.

AIM

2. The aim of this instruction is to....

AUTHORITY

3. The authority for this instruction is OC 41WG.

SCOPE

4. This instruction is applicable to...

POLICY/INSTRUCTION/SUB-HEADING

5. First level paragraph
 - a. Second level paragraph
 - (1) Third level paragraph

Related Orders, Instructions and Publications:

SI (41WG) ADMIN 02-05 - Quality Management system

SI (41WG) ADMIN 05-05 - *Standards of Work Routine and performance factors (example)*

Annex:

- A. Title of Annex

Keywords

Keywords

SPONSOR: SO2PERS HQ41WG

41WG SI DRAFT, AMENDMENT AND REVIEW FORM

Process IAW SI (41WG) ADMIN 06-01

Reg No: SI REV

SI Administrator				
Instruction No:				
Instruction Title:				
Reason for amendment:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Draft	Review	Deletion	Merge	
Comments:				
Sign:	Name:	Rank:	Appt:	Date:

SI Sponsor:				
Recommended:				
<input type="checkbox"/>	No - Return to SI Manager detailing reason for rejection below:			
<input type="checkbox"/>	Yes – Forward to Approving Authority			
Comments:				
Sign:	Name:	Rank:	Appt:	Date:

Approving Authority (OC 41WG or CO HQ41WG)				
Approval::				
<input type="checkbox"/>	No - Return to SI Manager detailing reason for rejection below:			
<input type="checkbox"/>	Yes – Forward to Administrator for Issuing			
Comments:				
Sign:	Name:	Rank:	Appt:	Date:

SI Administrator				
<input type="checkbox"/>	Save Word copy into SI Master subdirectory and insert approved date			
<input type="checkbox"/>	SI Draft, Amendment and Review Form filed			
<input type="checkbox"/>	Covert to PDF and Uploaded to Web			
Sign:	Name:	Rank:	Appt:	Date:

SI DRAFT, AMENDMENT AND REVIEW CHECKLIST**Draft (New) Standing Instructions Checklist**

Step	Action Required	Responsible Member
1	Notify SI Administrator of the purpose of the SI.	Originator
2	Issue SI Number and input details on Schedule page of the SI Register.	SI Administrator
3	Then follow the checklist below for Amendment and Review of SIs	SI Administrator

Amendment and Review Checklist

Step	Action Required	Responsible Member
1	Input details in the Review Register page of the SI Register	SI Administrator
2	Raise 41WG SI Draft, Amendment and Review Form and folder.	SI Administrator
3	Move an electronic copy of the SI to Objective \ 41WGsi's / Relevant Subfolder \ In Review.	SI Administrator
4	Issue Draft, Amendment and Review folder to Sponsor and send Objective Reference to Sponsor	SI Administrator
5	Amend/Review SI	Sponsor
6	Complete Draft, Amendment and Review Form and pass folder to SI Approving Authority	Sponsor
7	Approve SI and pass folder to SI Administrator	Approving Authority
8	Publish revised SI, move SI to Objective \ 41WGsi's / Relevant Subfolder \ Current.	SI Administrator
9	Complete SI Draft, Amendment and Review Form. Update SI Register.	SI Administrator

Moore, Katie MISS

From: Bezuidenhout, Vicky SQNLDR
Sent: Friday, 28 March 2014 2:50 PM
To: Martin, Paul SGT 9
Cc: Harvey, Gary SQNLDR
Subject: 41WG SI(OPS) 03-15 - UAM reporting and investigation process [DLM-For-Official-Use-Only]

Declassified

Attachments: 41WG SI Draft Amendment and Review Form 2.DOC; ObjRef.obr



ObjRef.obr (116 B)

Declassified

~~For-Official-Use-Only~~

Good afternoon Paul,

OC has directed me to look at all 41WG SI's and to commence a total review of them before the Air Worthiness Review on 29 April 2014.

SO2 OPS is the sponsor of the following SI: 41WG SI(OPS) 03-15 - UAM reporting and investigation process. I have provided you with a link to the document.

Can you please ensure that the following is completed before COB 25 April 14:

1. Please review the SI; ensure that you select "Track changes" from the Tools menu. Also ensure that the Headers & Footers are changed IAW the 41WG SI template:

<https://drms-williamtown/id:G5358825/document/versions/latest>

2. When taking the SI to OC41WG for approval, please fill out the attached 41WG SI Draft Amendment and Review Form and provide him with a print-out of the SI with all the changes annotated on it.

3. After the SI had been approved by OC41WG, please inform me via email so that I can update the SI Register.

4. Inform CPL Antoine Jean-Pierre (Web manager) to convert the approved SI to PDF format and to post it onto the website.

Thank you for your assistance with this. If you have any questions, feel free to ask me directly.

Kind Regards,

Vicky Bezuidenhout

Squadron Leader
Air Combat Officer - ABM
SO2 SAFETY
HQ41WG
RAAF Base Williamtown
Tel: (02) 4034 9151
Fax: (02) 4034 9197
email: vicky.bezuidenhout@defence.gov.au

Bezuidenhout, Vicky(FLTLT)(41WG SACTU) has sent you a link to "41WG SI(OPS) 03-15 - UAM reporting and investigation process" from Objective.

Open in Navigator
Double click on the attachment

Open in Your Browser

Latest: <https://drms-williamtown/id:G5406765/document/versions/latest>

Published: <https://drms-williamtown/id:G5406765/document/versions/published>

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41WG SI DRAFT, AMENDMENT AND REVIEW FORM

Process IAW SI (41WG) ADMIN 06-01

Reg No: SI REV

Originator:				
Instruction No: 41WG SI (
Instruction Title:				
Reason for amendment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Draft	Review	Deletion	Merge
Comments:				
Full SI review required to ensure current processes/policy is captured. Softcopy available on request. Headers/footers need to be changed IAW SI Admin 6-1 – Can be found on 41WG Website.				
Sign:	Name:	Rank:	Appt:	Date:

SI Sponsor:				
Recommended:				
<input type="checkbox"/>	No - Return to SI Manager detailing reason for rejection below:			
<input checked="" type="checkbox"/>	Yes – Forward to Approving Authority			
Comments:				
Sign:	Name:	Rank:	Appt:	Date:

Approving Authority (OC 41WG or CO HQ41WG)				
Approval:				
<input type="checkbox"/>	No - Return to SI Manager detailing reason for rejection below:			
<input type="checkbox"/>	Yes – Forward to Administrator for Issuing			
Comments:				
Sign:	Name: R. Pizzuto	Rank: GPCAPT	Appt: OC HQ41WG	Date:

SI Administrator				
<input type="checkbox"/>	Save Word copy into SI Master subdirectory and insert approved date			
<input type="checkbox"/>	SI Draft, Amendment and Review Form filed			
<input type="checkbox"/>	Covert to PDF and Uploaded to Web			
Sign:	Name:	Rank:	Appt:	Date:

UNAUTHORISED AIRCRAFT MOVEMENTS REPORTING AND INVESTIGATION PROCESS

INTRODUCTION

1. It is a historical fact that aircraft have been used to enter and/or depart Australian Sovereign Territory for the purpose of conducting illegal activities. Aircraft used for these illegal activities are termed Unauthorised Aircraft Movements. 41WG, in conjunction with Customs Coastwatch and other civilian security agencies, endeavours to detect these movements in order to facilitate the prosecution of the offenders.

AIM

2. This instruction outlines procedures for the declaration, investigation and reporting of an Unauthorised Aircraft Movement (UAM).

AUTHORITY

3. The authority for this Instruction is the Officer Commanding 41Wing.

SCOPE

4. This standing instruction will encompass all facets of the reporting cycle from detection of the track to the submission of the final UAM report to client agencies.

DEFINITIONS

5. The following definitions are used throughout this instruction:
- a. **UAM.** Unauthorised Aircraft Movement. Any aircraft suspected of using Australian airspace for illegal purposes. The main illegal activity targeted by Coastwatch is smuggling (people, drugs, flora and fauna).
 - b. **UNK.** Unknown. An evaluated track which has not been identified.
 - c. **TOI.** Track of Interest. An evaluated track meeting requirements specified in tasking.
 - d. **FIR.** Flight Information Region.

UAM DECLARATION

6. To be declared a UAM, a track must meet the following criteria:
- a. An IDENTIFIED track which deviates from published flight plans not due to weather, ATC or emergency; or
 - b. Identified as UNK by the active RCC after all local procedures to identify tracks have been exhausted; and
 - c. Be seen to, or suspected to have crossed the Australian FIR; and
 - d. Arrived or departed from an Australian airfield not controlled by Australian Customs.
7. Declaration of a UAM is the responsibility of the active RCC's RSD. Annex A shows a flowchart of the UAM process.

UAM categories

8. For the purposes of 41WG operations, UAM tracks are divided into two categories:
- a. **Priority.** A Priority UAM is one which is still actively held by a sensor at the time of declaration. A Priority UAM does not revert to a Routine UAM upon track fade.
 - b. **Routine.** A Routine UAM is a track which is no longer actively held by a sensor at the time of declaration or has been determined to be a UAM during post mission analysis.
9. **Priority UAM reporting.** A Priority UAM is one which is still actively held by a sensor. Priority UAM reporting aims to give Coastwatch Operations and Customs Enforcement the best chance of detaining and prosecuting offenders. Upon declaration of a Priority UAM, the reporting process is as follows:
- a. RSD to alert 41WG Watchkeeper of the declaration of a Priority UAM and provide position heading and speed details. Details are to be recorded s47E [REDACTED]
 - b. 41WG Watchkeeper is to provide track details to the Coastwatch Watchkeeper on (02) 6275 6289 (S/E), via Wide Area Surveillance Chat System, formatted message or DSN e-mail. 41WG Watchkeeper is to ensure they receive acknowledgement from Coastwatch that the track details have been recieved.
 - c. 41WG Watchkeeper is to initiate a s47E [REDACTED]
 - d. s47E [REDACTED] to 41WG Watchkeeper:
 - (1) likely departure locations and respective departure times based on initial heading and speeds;
 - (2) likely destination locations and expected ETAs based on track history; and
 - (3) continually refine the destinations and ETAs as track continues.
 - e. 41WG Watchkeeper is to provide updates on UAM details to Coastwatch s47E [REDACTED]
 - f. RSD is to provide s47E [REDACTED] 41WG Watchkeeper.
 - g. 41WG Watchkeeper is to s47E [REDACTED]
 - h. 41WG Watchkeeper is to finalise UAM report and pass to Coastwatch as soon as possible.
10. **Routine UAM reporting.** Reporting of a Routine UAM is less time critical than Priority UAM reporting. The following UAM specific tasks are levied against the active RCC RSD:
- a. The RSD is to inform the 41WG Watchkeeper of the declaration of a UAM and its details.
 - b. Determine likely departure and destination locations and estimated timings.
 - c. Report Routine UAM s47E [REDACTED]

11. The following UAM specific tasks are levied against the 41WG Watchkeeper:
 - a. 41WG Watchkeeper is to provide track details to the Coastwatch Watchkeeper on (02) 6275 6289 (S/E), via Wide Area Surveillance Chat System, formatted message or DSN e-mail. 41WG watchkeeper is to ensure they receive acknowledgement from Coastwatch that the track details have been received.
 - b. Initiate and finalise UAM report and pass to Coastwatch ASAP.

UAM INVESTIGATION

12. Initial investigation of a UAM is the responsibility of the active RCC under direction of the RSD. The investigation aims to determine an identity of the UAM. Quick identification will allow Coastwatch and Customs Enforcement to make timely decisions on their responses to the UAM.

13. Responsibility for investigating a UAM is transferred to 41WG Watchkeeper two hours after the track has faded. HQ41WG staff are to take the following actions to ensure the accuracy of the information provided:

- a. check track times and distance travelled to ensure that the average speed of the reported track is accurate;
- b. ensure that polar position reports correspond to latitude/longitude position reports; and
- c. assess the actions taken by the RCC to identify the UAM ensuring all avenues have been explored taking further action as required.

14. When the 41WG Watchkeeper is satisfied with the investigation, the UAM Report containing track history details, pictorials and details of actions taken to identify the track is to be finalised. A UAM Report proforma is stored as a template on the 41WG Watchkeeper DSN account.

15. The completed UAM Report is to be released to the following organisations once it has been approved by SO2OPS:

- a. Headquarters Air Command (AOC Watchkeeper),
- b. HQ NORCOM (J3S),
- c. Coastwatch (Watchkeeper),
- d. ASTJIC (Watchkeeper),
- e. 1RSU (OPSO),
- f. 3CRU (OPSO), and
- g. 114MCRU (OPSO).

Annexes:

- A. UAM Declaration and Reporting Process Flow Diagram
- B. UAM Report Proforma

Key Words

UAM TOI Coastwatch Investigations

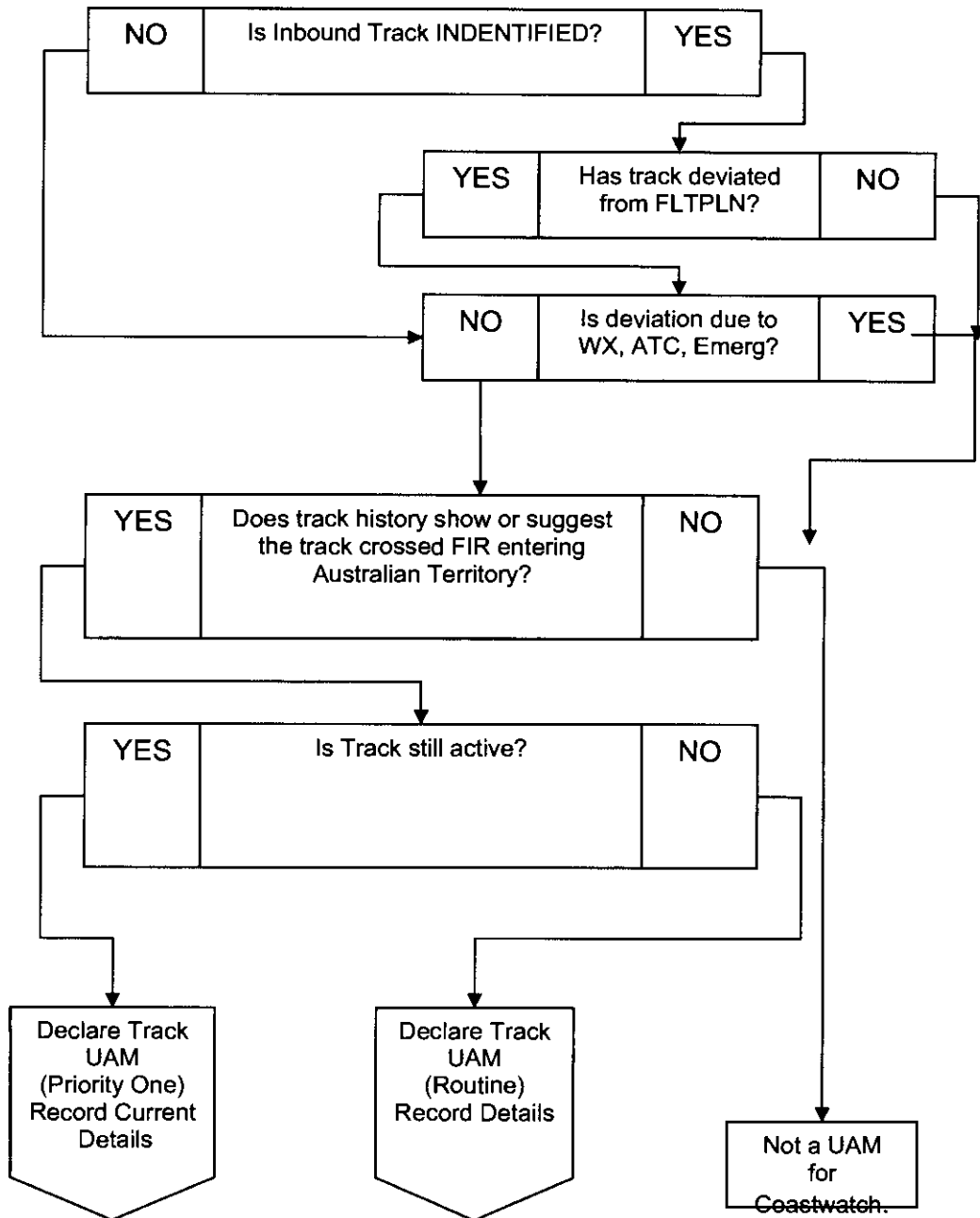
Sponsor: SO2OPS

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Annex A

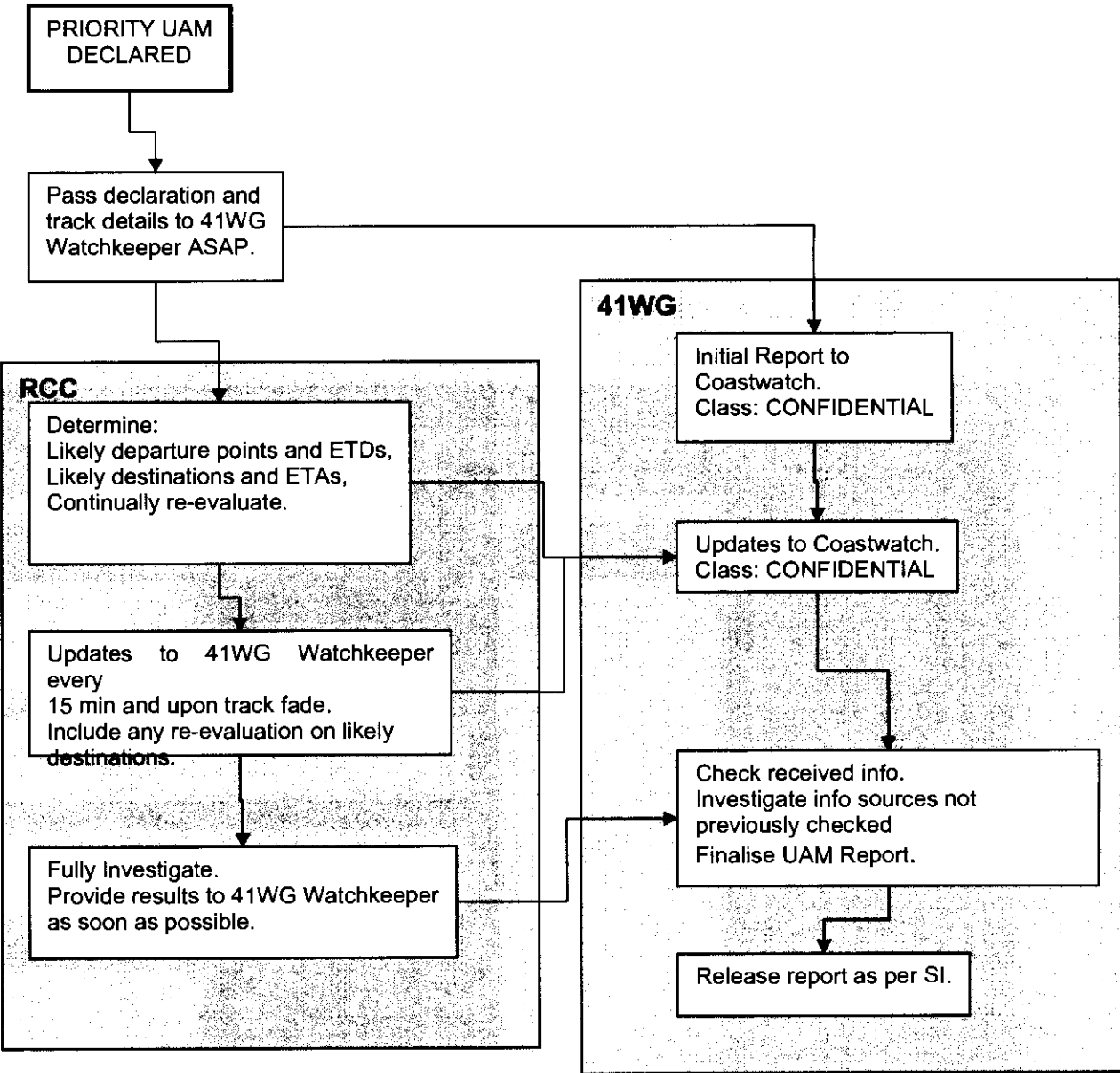
UAM IDENTIFICATION AND REPORTING PROCESS

Identification Overview



Annex A

Priority UAM - Investigation and Reporting Overview



Annex B

UAM REPORT PROFORMA

INTRODUCTION

1. The UAM Report Proforma was developed to assist those producing UAM reports. Designed to not only record information about the UAM, this proforma also acts as a checklist to ensure appropriate information has been used to make the final determination. An additional benefit is that the report proforma also acts as the basis for Coastwatch Operations internal reporting processes further reducing workload.

PROFORMA

2. The UAM Report Proforma has two main sections. The upper section is used to record parametric data on the track and tracking conditions and the lower section is used to record actions and determinations. Figure 1 shows an example of the Upper section of the UAM Report Proforma and Figure 2 shows the lower section. This Report Proforma is available as a MS Excel Template from 41WG OPS.

41WG UAM REPORT XX/YY

Investigating Officer:	<input type="text"/>	Phone No:	<input type="text"/>
<i>Track Details</i>		<i>Sensor Details</i>	
s47E	<input type="text"/>	s47E	<input type="text"/>
		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
Weather:		<input type="text"/>	
Reporting Details			
DTG Of Report:		<input type="text"/>	
Reported By:		<input type="text"/>	
Reported To:		<input type="text"/>	
Activity Summary			
<input type="text"/>			

Figure 1 - UAM Report - Upper Section

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Annex B

Identifying Actions:	
Air Services Australia:	
Coastwatch:	
Customs:	
NORCOM:	
3CRU:	
1RSU:	
114MCRU:	
41WG:	
Conclusions:	

Figure 2 – UAM Report - Lower Section

UNAUTHORISED AIRCRAFT MOVEMENTS REPORTING AND INVESTIGATION PROCESS

INTRODUCTION

1. It is a historical fact that aircraft have been used to enter and/or depart Australian Sovereign Territory for the purpose of conducting illegal activities. Aircraft used for these illegal activities are termed Unauthorised Aircraft Movements. 41WG, in conjunction with Customs Coastwatch and other civilian security agencies, endeavours to detect these movements in order to facilitate the prosecution of the offenders.

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2. This instruction outlines procedures for the declaration, investigation and reporting of an Unauthorised Aircraft Movement (UAM).

AUTHORITY

3. The authority for this Instruction is the Officer Commanding 41Wing.

SCOPE

4. This standing instruction will encompass all facets of the reporting cycle from detection of the track to the submission of the final UAM report to client agencies.

DEFINITIONS

5. The following definitions are used throughout this instruction:

- a. **UAM.** Unauthorised Aircraft Movement. Any aircraft suspected of using Australian airspace for illegal purposes. The main illegal activity targeted by Coastwatch is smuggling (people, drugs, flora and fauna).
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6. To be declared a UAM, a track must meet the following criteria:

- a. An IDENTIFIED track which deviates from published flight plans not due to weather, ATC or emergency; or
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- d. Arrived or departed from an Australian airfield not controlled by Australian Customs.

7. Declaration of a UAM is the responsibility of the active RCC's RSD. Annex A shows a flowchart of the UAM process.

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UAM categories

8. For the purposes of 41WG operations, UAM tracks are divided into two categories:
- a. **Priority.** A Priority UAM is one which is still actively held by a sensor at the time of declaration. A Priority UAM does not revert to a Routine UAM upon track fade.
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 - c. Report Routine UAM s47E

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 - b. Initiate and finalise UAM report and pass to Coastwatch ASAP.

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- b. ensure that polar position reports correspond to latitude/longitude position reports; and
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- b. HQ NORCOM (J3S),
- c. Coastwatch (Watchkeeper),
- d. ASTJIC (Watchkeeper),
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Annexes:

- A. UAM Declaration and Reporting Process Flow Diagram
- B. UAM Report Proforma

Key Words

UAM TOI Coastwatch Investigations

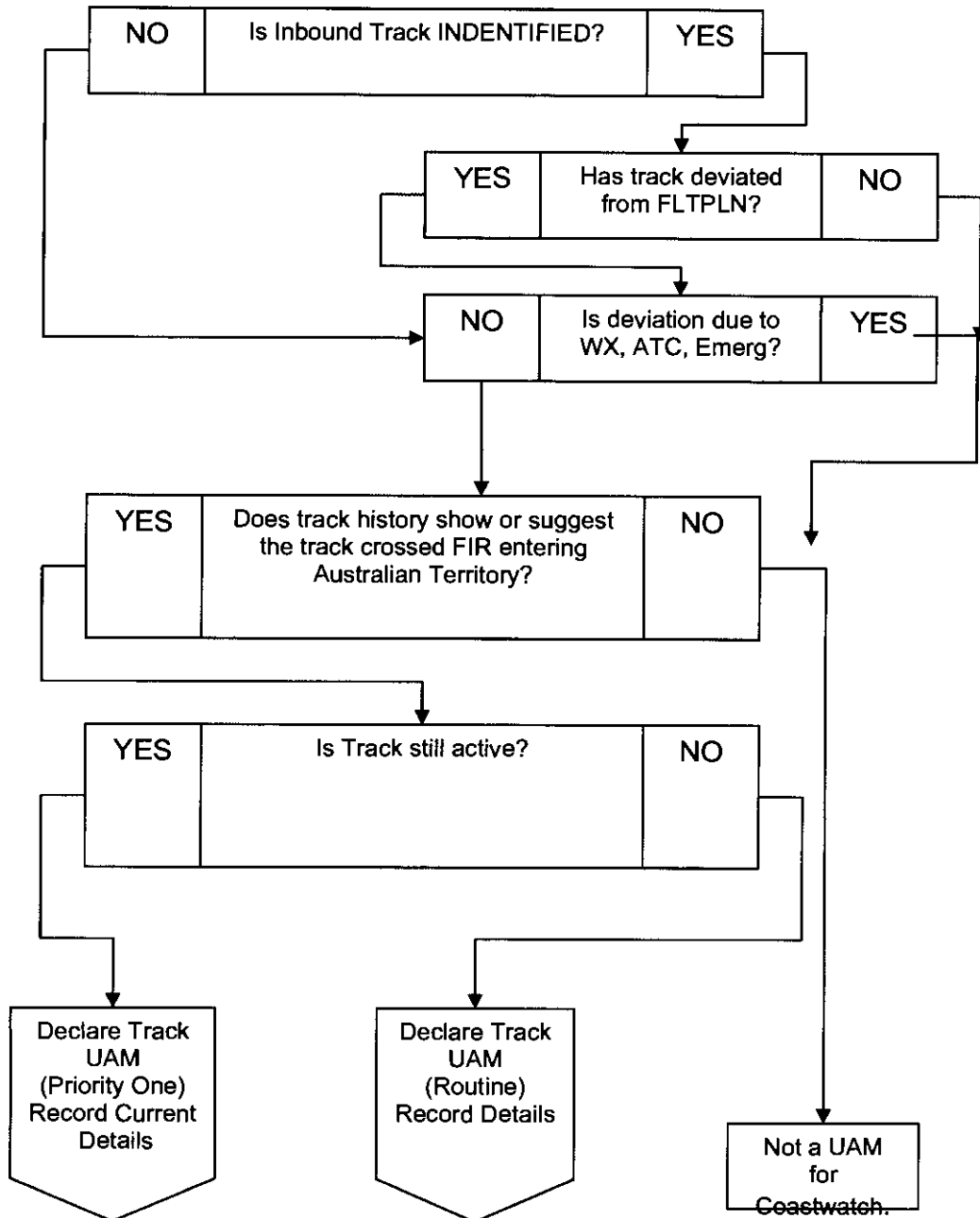
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Annex A

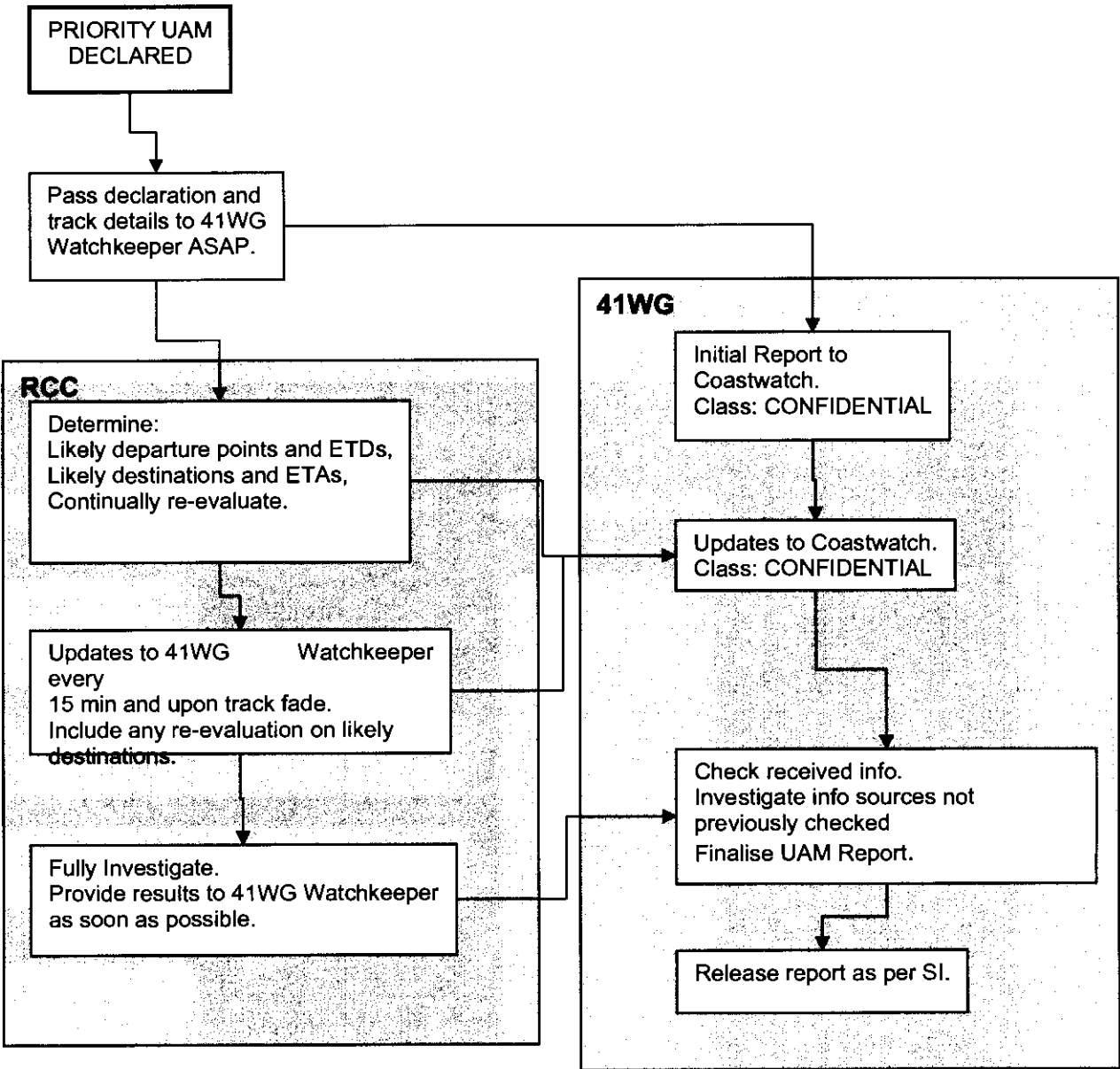
UAM IDENTIFICATION AND REPORTING PROCESS

Identification Overview



Annex A

Priority UAM - Investigation and Reporting Overview



Annex B

UAM REPORT PROFORMA

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41WG UAM REPORT XX/YY

Investigating Officer: Phone No:

s47E Track Details

s47E Sensor Details

Weather:

Reporting Details

DTG Of Report:

Reported By:

Reported To:

Activity Summary

Figure 1 – UAM Report - Upper Section

Annex B

Identifying Actions:	
Air Services Australia:	
Coastwatch:	
Customs:	
NORCOM:	
3CRU:	
1RSU:	
114MCRU:	
41WG:	
Conclusions:	

Figure 2 – UAM Report - Lower Section

CONTACT OF INTEREST REPORTING PROCESS

INTRODUCTION

1. One function of 41WG Operations is to provide post mission reporting to client agencies. The combination of parametric and pictorial data is used by operational and intelligence agencies external to 41WG. An efficient and accurate reporting process is required to ensure client agencies receive the data they require.

2. This standing instruction will ensure that the post mission reporting process is efficient. It details requirements that will improve accuracy, speed of production and eliminate duplication.

AIM

3. To detail post mission reporting processes for 41WG units.

AUTHORITY

4. The authority for this Standing Instruction is the Officer Commanding 41Wing.

SCOPE

5. This Standing Instruction applies to all Contacts of Interest detected by 41WG units actively engaged in the production of the 41WG surveillance product.

6. The intention is to remove inefficient work practices and systems in order to reduce the workload on operators and preserve the accuracy of reported data. The basic premise for this SI is to have an accurate and comprehensive database in a format that will allow many uses and/or inputs.

DEFINITIONS

7. **Contact of Interest.** A Contact of Interest (COI) is defined as any track which matches or potentially matches current 41WG Tasking Intentions.

INSTRUCTIONS

8. **Contact Of Interest Declaration.** Each 41WG surveillance unit is responsible for the declaration, management and production of COIs within its respective area of responsibility. A track may be recommended as a COI by any other 41WG agency if deemed appropriate in accordance with its tasking priorities. The responsible surveillance unit is to ensure all 41WG elements engaged in surveillance activities are alerted to the declaration.

9. Discussion between each 41WG surveillance unit is encouraged but not mandatory with respect to COI activity. Any surveillance unit making a recommendation to declare a COI is to include its reasoning behind the recommendation. Similarly, an explanation to not support the request should be justified. In the event that a dispute should arise on the validity of a COI the disputed track is to be treated as a COI.

10. **Recording of COI details.** The surveillance unit responsible for the COI will record all relevant details pertaining to the COI. Annex A details the units responsibilities and processes for the recording, compilation and storage of COI details.

11. **Pictorial Production.** Pictorial production is to be IAW the client's requirements. As a default annex B provides guidance for the production of pictorials in the event that the client's requirements are unable to be determined at the time of production. The surveillance unit that declared and managed the COI will produce the pictorial in a timely fashion as to ensure sufficient time is allowed for 41TIF staff to make an informed assessment for the next days Operations Brief.

Annexes:

- A. Contact of Interest Information
- B. Contact of Interest Pictorial Producton

Sponsor: SO2 OPS

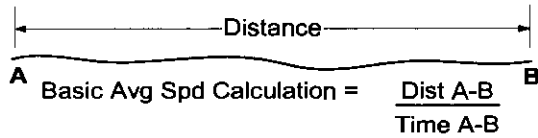
CONTACT OF INTEREST INFORMATION

INTRODUCTION

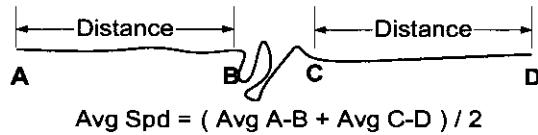
1. Once a COI is declared, accurate information on the track is to be recorded in the COI database.
2. **Responsibilities.** The RSD/JSD is to ensure that parametric information on all COIs is recorded and stored in a central depository, which is also accessible to 41TIF.
3. **Parametric Data.** Any track declared as a COI is to have the following details recorded:
 - a. System track number.
 - b. Sensor track number.
 - c. Tail number/callsign – If available.
 - d. Type/suspected type – If available/determinable.
 - e. Detection time.
 - f. Detection airfield or position LL – If detection position ^{s47E} [REDACTED] can be recorded as the detection position. If detection position ^{s47E} [REDACTED] ^{s47E} [REDACTED] provide actual LL and include ^{s47E} [REDACTED].
 - g. Detection heading.
 - h. Detection speed.
 - i. Faded time.
 - j. Faded Airfield or Position LL - If fade position ^{s47E} [REDACTED] can be recorded as the fade position. If fade position ^{s47E} [REDACTED] ^{s47E} [REDACTED] provide actual LL and include ^{s47E} [REDACTED].
 - k. Faded heading.
 - l. Faded speed.
 - m. Approximate Average Speed for the track – Refer para 4 for average speed calculation information. Average speed is to be calculated generally as total distance travelled divided by total time taken. Refer to figure A1 for examples of Average Speed Calculation.
 - n. Correlates with INTEL reporting –Type of Report this COI correlates with or blank
 - o. Other comments – Include important information that may describe the activity. ^{s47E} [REDACTED]
^{s47E} [REDACTED]
^{s47E} [REDACTED]
 - p. Intelligence comments resulting from the SIO's investigation.

Average Speed Calculation

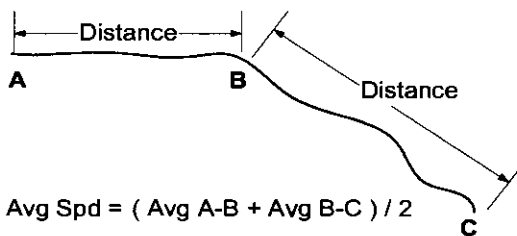
4. Average speed calculation is used to assist in the determination of platform type. Figure A1 shows examples of how to calculate average speeds for generic track histories.



Basic Average Speed Calculation.



Should a manoeuvre or break occur in the middle of the track history, averages either side should be calculated as shown.



Averages for change of direction should be calculated as shown.

Figure A1 – Average Speed Calculations

5. If any anomalies are noted during the calculations of average e.g. the average speeds for different sections of the same history are markedly different, these differences are to be annotated in the COI's operator comments.

6. **Abbreviations.** To reduce the physical size of information recorded, standard abbreviations, acronyms or terms may be used instead of plain english. Refer to ADDP 04.1.3 Abbreviations and Military Symbols.

CONTACT OF INTEREST PICTORIAL PRODUCTION





INTRODUCTION

1. The COI pictorial has been, and will continue to be the best way of conveying information on the activity of a track. Historically, a COI pictorial has been constructed for every COI detected by 41WG regardless of the track type and behaviour creating greater than required workload on 41WG operators. To reduce the workload on 41WG operators, procedures for pictorial production have been developed. This annex details these procedures.

INSTRUCTIONS

2. **Responsibilities.** Each 41WG surveillance unit is responsible for producing all required pictorials.

3. **COI Pictorial Requirements.** Pictorials will be required for the following activity when detected on 41WG systems:

- a. 
- b. 
- c. 
- d. 
- e. **Unusual or unexpected behaviour.** Any COI exhibiting unusual or unexpected behaviour e.g. major deviations off published flight plans or airlines not readily attributable to weather or ATC diversions.
- f. **UAM.** Any COI declared as UAM in accordance with 41WG UAM Reporting and Investigation SI.
- g. **Surface Tracks - Interaction.** Any surface tracks that appear to have interaction with other surface or air tracks. Pictorial to include details of all tracks deemed to be involved in the activity.
- h. **Deviation from reporting.** Any COI exhibiting behaviour not commensurate with intelligence reporting, e.g. TACREP.
- i. Any activity where a pictorial better represents the activity than a word picture.
- j. As directed by the EM.

4. The following types of COI activity do not require pictorials;

- a. **Airline Transits.** Any COI that tracks on airlines or flight planned routes with no major deviation.
- b. **Direct Tracking.** Any COI that tracks directly between two airfields off airlines with no deviations (less than 10nm either side of direct track between respective airfields).

- c. **Surface Tracks – No Interaction.** Surface tracks not having interaction with other surface or air tracks.
 - d. **As requested by client.** On occasion it may be deemed unnecessary to produce a pictorial to the end client due to multiple observations of similar track behaviour occurring.
5. **Quality and Accuracy.** Pictorials are to be produced for individual COIs. These individual pictorials will be associated with the COI record in a database. The pictorials are to be of a quality appropriate for use in briefs to senior officers. COI location and behaviour is to be represented accurately on the pictorial.
6. **Pictorial Elements.** To ensure the highest fidelity of information is recorded on pictorials, the following elements are to be included where required.
- a. **Key Map.** A small Key Map is to be included in all pictorials. The Key Map is to be small and show enough of the region around the track record to orientate the viewer. This Key Map may be produced by any graphics system for inclusion in the pictorial.
 - b. **Scale.** A simple scale is to be included in all pictorials to allow viewers to better gauge the activity depicted. Pictorial producers are to ensure the scale inserted is accurate.
 - c. **Airplanes.** Pictorial compilers are to include relevant airlines and restricted airspace IVO observed activity.
 - (1) Significant deviations from airlines.
 - (2) The distance of closest approach (not more than 50nm) or extent of incursion into Aust FIR.
 - (3) s33 [REDACTED]
 - (4) Extent of activity observed where track appears to be operating in one general area.

Moore, Katie MISS

From: Norris, Anthony FLTLT
Sent: Wednesday, 20 August 2014 1:55 PM
To: Bezuidenhout, Vicky SQNLDR
Subject: 41WG SIs - Draft & Review - OPS

~~[DLM=For Official Use Only]~~
Declassified

Attachments: ObjRef.obr



ObjRef.obr (116 B)

~~For Official Use Only~~
Declassified

Ma'am

Done

SI (OPS) 03-15

s22
[Redacted]

Norris, Anthony (FLTLT) (AC 41WG) has sent you a link to "41WG SIs - Draft & Review - OPS" from Objective.

Open in Navigator
Double click on the attachment

IMPORTANT: This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

Moore, Katie MISS

From: Norris, Anthony FLTLT
Sent: Tuesday, 14 October 2014 9:33 AM
To: Bezuidenhout, Vicky SQNLDR
Cc: Richardson, Adrian WOFF
Subject: SIs review [SEC=UNCLASSIFIED]
UNCLASSIFIED

Ma'am,

Review completed on:

§22
SI(OPS) 3-19
§22
§22

Paperwork with SI manager. I did rewrite §22 to what I think is right - we initially said we'll leave it as a work in progress, however I changed it to a higher level doc i.e. instruction rather than a TTP/SOP/BLI. Please review and let me know if it is what you were after.

Regards,

Anthony Norris
FLTLT
4IWG ABMCC - SO3
EASTROC
RAAF Base WILLIAMTOWN
NSW 2314

Tel: (02) 403 49123

Failing is not Failure, Quitting is!

IMPORTANT: This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

7/10/2015

Moore, Katie MISS

From: Vine, Robert SQNLDR
Sent: Monday, 3 November 2014 9:24 AM
To: Bezuidenhout, Vicky SQNLDR
Cc: Richardson, Adrian WOFF
Subject: RE: SI Review [SEC=UNCLASSIFIED]
UNCLASSIFIED

Vicky,

I put out a Tac Bulletin on EMCON which covers s22 3-15 is not incorporated into TACPROCS. It could be but I'd like to know from the units whether they see this instruction as being relevant, if so I will incorporate it into AL2 of TACPROCS otherwise we can remove this SI.

Can you believe that I wrote that UAM SI!

Robert Vine

SQNLDR
SO2TACDEV
HQ41WG
(02) 403 49155

IMPORTANT: This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

From: Bezuidenhout, Vicky SQNLDR
Sent: Thursday, 30 October 2014 15:08
To: Vine, Robert SQNLDR
Cc: Richardson, Adrian WOFF
Subject: FW: SI Review [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Viney,

Can you please confirm if TACPROCS was updated to incorporate the SI's as stated below by WGCDR Madsen?

Kind Regards,

Vicky Bezuidenhout

Squadron Leader
Air Combat Officer - ABM
SO2 OPS/SAFETY
HQ41WG
RAAF Base Williamtown
Tel: (02) 4034 9151
Fax: (02) 4034 9197
email: vicky.bezuidenhout@defence.gov.au

From: Madsen, Steven WGCDR
Sent: Thursday, 28 August 2014 10:39
To: Richardson, Adrian WOFF; Bezuidenhout, Vicky SQNLDR
Cc: DesJardins, Louise WGCDR
Subject: RE: SI Review [SEC=UNCLASSIFIED]

UNCLASSIFIED

Vicky,

Those old SIs need to be incorporated into TACPROCS vice SI(OPS) 04-05, Viney is aware.

Cheers

Steve Madsen
WGCDR
SO1 OPSA (RES)
HQ41WG
Tel: 61 2 403 49164
Email: steven.madsen@defence.gov.au

From: Richardson, Adrian WOFF
Sent: Thursday, 28 August 2014 09:14
To: Bezuidenhout, Vicky SQNLDR
Cc: DesJardins, Louise WGCDR; Madsen, Steven WGCDR
Subject: RE: SI Review [SEC=UNCLASSIFIED]

UNCLASSIFIED

Ma'am

We haven't got a specific person listed for updating 04-05 Tactical Procedures at this point. Can we make sure they capture the relevant bits of 03-15 §22 and §22 during the update.

Ricco

From: Madsen, Steven WGCDR
Sent: Tuesday, 26 August 2014 15:35
To: Bezuidenhout, Vicky SQNLDR
Cc: DesJardins, Louise WGCDR; Richardson, Adrian WOFF
Subject: RE: SI Review [SEC=UNCLASSIFIED]

UNCLASSIFIED

Vicky,

I have reviewed the SIs as requested (including 41WG SI(OPS) 05-12 - EMCON), and recommend the following actions:

§22 Awaiting input from 114MCRU and 3CRU but I expect to have it completed by COB Thursday.

§22 Recommend the SI be withdrawn. The majority of the SI is a regurgitation of the Manual of Air Force Education and Training (or at least its predecessor), and the authorities and process for TS and TMP approval is contained in SRG SIs.

OPS 03-15 Recommend the SI be withdrawn, and the relevant elements incorporated into TACPROCS.

7/10/2015

s22 [redacted] Recommend the SI be withdrawn, the relevant elements have been incorporated in TACPROCS.

s22 [redacted] Recommend the SI be withdrawn, and the relevant elements of EMCON be incorporated into TACPROCS.

Each of the SIs recommended for withdrawal have been copied into the review folder and DELETE added to the file name to highlight they have been reviewed and await a determination.

I have consulted with XO 41WG, TACDEV, OPS, PLANS, CO SACTU and SRG SO1 Training where applicable.

Cheers

Steve Madsen
WGCDR
SO1 OPISA (RES)
HQ41WG
Tel: 61 2 403 49164
Email: steven.madsen@defence.gov.au

From: Bezuidenhout, Vicky SQNLDR
Sent: Monday, 25 August 2014 16:24
To: Madsen, Steven WGCDR
Cc: DesJardins, Louise WGCDR; Richardson, Adrian WOFF
Subject: SI Review [SEC=UNCLASSIFIED]

UNCLASSIFIED

Sir,

As you are aware, SO1 OPS requested a complete review of all 41WG SI's **before 31 Sep 14** as part of the preparation for the Air Worthiness Review in Oct 14.

Are you perhaps able to help out with the review of the following SI's?

s22 [redacted]	[redacted]
OPS 03-15	Unauthorised Aircraft Movements Reporting and Investigation Process
s22 [redacted]	[redacted]

Your help would be greatly appreciated.

Kind Regards,

Vicky Bezuidenhout

Squadron Leader
Air Combat Officer - ABM
SO2 OPS/SAFETY
HQ41WG
RAAF Base Williamtown
Tel: (02) 4034 9151
Fax: (02) 4034 9197
email: vicky.bezuidenhout@defence.gov.au

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Item 3, Serial 6

Moore, Katie MISS

From: Bezuidenhout, Vicky SQNLDR
Sent: Monday, 25 August 2014 4:24 PM
To: Madsen, Steven WGCDR
Cc: DesJardins, Louise WGCDR; Richardson, Adrian WOFF
Subject: SI Review [SEC=UNCLASSIFIED]
UNCLASSIFIED

Sir,

As you are aware, SO1 OPS requested a complete review of all 41WG SI's **before 31 Sep 14** as part of the preparation for the Air Worthiness Review in Oct 14.

Are you perhaps able to help out with the review of the following SI's?

s22		
s22		
OPS 03-15	Unauthorised Aircraft Movements Reporting and Investigation Process	
s22		

Your help would be greatly appreciated.

Kind Regards,

Vicky Bezuidenhout

Squadron Leader
 Air Combat Officer - ABM
 SO2 OPS/SAFETY
 HQ41WG
 RAAF Base Williamtown
 Tel: (02) 4034 9151
 Fax: (02) 4034 9197
 email: vicky.bezuidenhout@defence.gov.au

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7/10/2015

41WG SI DRAFT, AMENDMENT AND REVIEW FORM

Process LAW SI (41WG) ADMIN 06-01

Reg No: SI REV

Objective:				
Instruction No:		41WG SI (OPS) 03-19		
Instruction Title: Contact of Interest Reporting Process				
Reason for amendment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Draft	Review	Deletion	Merge
Document for amendment in Objective folder under Governance/Publications and Policy/41WG SIs/ Operations/ In Review. Review for changes as SI Sponsor. Do not amend the format in OBJ document. Submit to OC for final approval. Pass yellow folder back to MQM after approval.				
Sign: [REDACTED]	Name: A. Richardson	Rank: WOFF	Appt: MQM	Date: 20 May 15

SI Manager:				
Recommended:				
<input type="checkbox"/>	No - Return to SI Manager detailing reason for rejection below:			
<input checked="" type="checkbox"/>	Yes - Forward to Approving Authority			
Comments: N.L				
Sign: [REDACTED]	Name: G B HARVEY	Rank: SENIOR	Appt: SOL OPS	Date: 9 JUN 15

Approving Authority: OC (1WG) - COORDINATOR				
Approval::				
<input type="checkbox"/>	No - Return to SI Manager detailing reason for rejection below:			
<input checked="" type="checkbox"/>	Yes - Forward to Administrator for Issuing			
Comments: [REDACTED]				
Sign: [REDACTED]	Name: P. Davies	Rank: GPCAPT	Appt: OC	Date: 24 JUL 15

SI Manager:				
<input type="checkbox"/>	Save Word copy into SI Master subdirectory and insert approved date			
<input type="checkbox"/>	SI Draft, Amendment and Review Form filed			
<input type="checkbox"/>	Covert to PDF and Uploaded to Web			
Sign:	Name:	Rank:	Appt:	Date:

CONTACT OF INTEREST REPORTING

INTRODUCTION

1. The output of 41WG surveillance is to produce a picture of all air activity in a specified area. This picture fuses all available sensor and intelligence data together to form a picture of current air activity. During surveillance periods or when tasked to conduct intelligence gathering, 41WG units may be required to provide written or graphical reports of a specific or significant event. Such an event (track) is referred to as a Contact of Interest (COI).

AIM

2. This instruction describes the responsibilities of 41WG units regarding the declaration, management and reporting of a COI.

AUTHORITY

3. The authority for this instruction is OC 41WG.

DEFINITIONS

4. **COI.** A COI is defined as a specific activity (air/surface) that satisfies 41WG tasking intent and/or has significant intelligence value.

SCOPE

5. This instruction applies to all 41WG units performing wide and focal area surveillance.

INSTRUCTIONS

6. **COI Declaration.** Each 41WG surveillance unit is responsible for the declaration, management and reporting of COI within its respective area of responsibility.

7. **Recording of COI details.** The surveillance unit responsible for declaring a COI will record all relevant details about the track in accordance with customer requirements, tasking intentions and/or guidelines provided in this SI. COI reporting can be as simple as entering data into a spreadsheet or as complex as creating a pictorial with detailed analysis of the activity detected.

CONTACT OF INTEREST DECLARATION

8. When a COI is declared, accurate track information is to be recorded into a COI database. There is no limit on how much information should be provided and units are to ensure that all captured data is comprehensive and accurate.

9. **COI Data.** Any track declared as a COI is to have, as a minimum, the following details recorded:

a. System/Sensor track number

- b. Detection Time
- c. Detection Location
- d. Faded Time
- e. Faded Location
- f. A/C callsign and type (if available)
- g. Associated task (if applicable)
- h. Supporting comments.

10. **COI Reporting.** 41WG units are to conform to COI reporting requirements outlined in 41WG Tasking Intentions. As a minimum, and if no specific reporting requirements exist, 41WG units are to include COI details in the 'End of Day Report'.

11. **Abbreviations.** To reduce the physical size of information recorded, standard abbreviations, acronyms or terms are to be used in accordance with the Australian Defence Glossary.

PICTORIAL PRODUCTION

12. **Pictorial Elements.** COI pictorials can be an effective method of track data reporting. 41WG units will create pictorials when directed and the products must be of a suitable briefing format. To ensure the highest fidelity of information is recorded, the following elements are to be included in the pictorial:

- a. **Key Map.** A small Key Map is to be included in all pictorials. The Key Map is to show enough of the region around the relevant track to orientate the viewer. The Key Map may be produced by any graphics system for inclusion in the pictorial
- b. **Scale.** A simple scale is to be included in all pictorials to allow viewers to better gauge the activity depicted.

Units can seek guidance from the customer or 41WG OPS/PLANS to confirm if pictorials are required for any specific event.

Related Orders, Instructions and Publications

41WG TACPROCS

41WG Tasking Intentions

Australian Defence Glossary

Sponsor: SO2 OPS HQ41WG

Moore, Katie MISS

From: Richardson, Adrian WOFF
Sent: Thursday, 28 August 2014 10:18 AM
To: Bezuidenhout, Vicky SQNLDR
Subject: FW: OC SI Brief Table [SEC=UNCLASSIFIED]

Attachments: ObjRef.obr



ObjRef.obr (116 B)

NCLASSIFIED

Ma'am

Let me know when you are free and I will come and discuss.

Thanks

Ricco

-----Original Message-----

From: Richardson, Adrian WOFF
Sent: Thursday, 28 August 2014 10:18
To: Madsen, Steven WGCDR
Subject: OC SI Brief Table [SEC=UNCLASSIFIED]

UNCLASSIFIED

Sir

The link to the table as discussed.

Ricco

Richardson, Adrian (WOFF)(AC 41WG) has sent you a link to "OC SI Brief Table" from Objective.

Open in Navigator
Double click on the attachment

Open in Your Browser
Latest: <https://drms-williamtown/id:G8034551/document/versions/latest>
Published: <https://drms-williamtown/id:G8034551/document/versions/published>

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DECISION BRIEF FOR OC41WG: 41WG Standing InstructionsDivision/Group: **Surveillance & Response Group**

Reference: G8238682

Recommendations

That you:

- (a) **approve** the release of two new 41WG Standing Instructions as detailed in paragraph 2
- (b) **approve** the cancellation of five 41WG Standing Instructions (OPS) as detailed in paragraph 3;
- (c) **approve** the cancellation of thirteen 41WG Standing Instructions (ADMIN) as detailed in paragraph 4;
- (d) **approve** the cancellation of three 41WG Standing Instructions (FIN) as detailed in paragraph 5;
- (e) **approve** the cancellation of five 41WG Standing Instructions (PERS) as detailed in paragraph 6;
- (f) **approve** the amendment of twenty-one 41WG Standing Instructions (OPS) as detailed in paragraph 7;
- (g) **approve** the amendment of four 41WG Standing Instructions (ADMIN) as detailed in paragraph 8;
- (h) **approve** the amendment of three 41WG Standing Instructions (PERS) as detailed in paragraph 9;
- (i) **note** that twelve 41WG Standing Instructions (OPS) remain unchanged as detailed in paragraph 10;
- (j) **note** that three 41WG Standing Instructions (ADMIN) remain unchanged as detailed in paragraph 11; and
- (k) **note** that six 41WG Standing Instructions (PERS) remain unchanged as detailed in paragraph 12.

Background

1. 41WG Standing Instructions have been poorly maintained for a number of years and have been subject to CAR action by HQAC and Airworthiness Board scrutiny without resolution for a number of years dating back to 2010. A complete review of all extant 41WG SI has been conducted, with some SI having last been updated in 1998. During this review the currency of all SI has been reviewed, and wherever possible, SI have been recommended for closure if relevant higher level documents exist to remove the 41WG overhead in maintaining non value adding SI.

[REDACTED]

- [REDACTED]

- [REDACTED]

3. **41WG Standing Instructions (OPS) to be cancelled.** The following is a list of 41WG Standing Instructions (OPS) recommended to be cancelled as 41WG SIs:

- a. OPS 03-15 - Unauthorised Aircraft Movements Reporting and Investigation Process (G5406762) – Recommend the SI be withdrawn, and the relevant elements incorporated into (04-05) Tactical Procedures. POC: WGCDR Madsen

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

[REDACTED]

- [REDACTED]

- [REDACTED]

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- [REDACTED]
- [REDACTED]

n. OPS 03-19 - Contact of Interest Reporting Process (G7458225). Minor format and text changes only. POC: FLTLT Norris

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

h. 04-05 - 41WG Tactical Procedures (G5329816) dated 27 Mar 2014.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

	<ul style="list-style-type: none"> (a) Approved / Not Approved (b) Approved / Not Approved (c) Approved / Not Approved (d) Approved / Not Approved (e) Approved / Not Approved (f) Approved / Not Approved (g) Approved / Not Approved (h) Approved / Not Approved (i) Noted / Discuss (j) Noted / Discuss (k) Noted / Discuss <p style="text-align: center;">R.P. Pizzuto GPCAPT OC41WG</p> <p style="text-align: center;">Nov 14</p>	
Proposer	SQNLDR V. Bezuidenhout	W: (02) 403 49151
Action/Contact Officer	WOFF A. Richardson	W: (02) 403 49163

41WG SI DRAFT, AMENDMENT AND REVIEW FORM

Process IAW SI (41WG) ADMIN 06-01

Reg No: SI REV

Objective:				
Instruction No: 41WG SI (OPS) 04-05				
Instruction Title: 41WG Tactical Procedures				
Reason for amendment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Draft	Review	Deletion	Merge
Document for amendment in Objective folder under Governance/Publications and Policy/41WG SIs/ Operations/ In Review. Review for changes as SI Sponsor. Do not amend the format in OBJ document. Submit to OC for final approval. Pass yellow folder back to MQM after approval.				
Sig: s47F	Name: A. Richardson	Rank: WOFF	Appt: MQM	Date: 20 May 15

SI Manager:

Recommended:				
<input type="checkbox"/>	No - Return to SI Manager detailing reason for rejection below:			
<input checked="" type="checkbox"/>	Yes - Forward to Approving Authority			
Comments:				
Sig: s47F	Name: S. CUNNINGHAM	Rank: SCRNDR	Appt: SO2-TACDEV	Date: 1/7/15

Approval: (OC/1WG or CO HQ/1WG)

Approval::				
<input type="checkbox"/>	No - Return to SI Manager detailing reason for rejection below:			
<input checked="" type="checkbox"/>	Yes - Forward to Administrator for Issuing			
Comments:				
Sig: s47F	Name: P. Davies	Rank: GPCAPT	Appt: OC	Date:

SI Administrator:

<input type="checkbox"/>	Save Word copy into SI Master subdirectory and insert approved date			
<input type="checkbox"/>	SI Draft, Amendment and Review Form filed			
<input type="checkbox"/>	Covert to PDF and Uploaded to Web			
Sig:	Name:	Rank:	Appt:	Date:

41WG TACTICAL PROCEDURES

INTRODUCTION

1. The Air Power Manual defines three levels of Air Power Doctrine: Philosophical Doctrine, Application Doctrine and Procedural Doctrine. The philosophical and application doctrine of the RAAF are captured in the Air Power Manual and the Operational Air Doctrine Manual respectively while procedural doctrine is contained in Wing and Squadron instructions.

2. Procedural doctrine encompasses the detailed tactics, techniques and procedures to ensure effectiveness, standardisation and interoperability. 41WG's procedural doctrine is articulated in 41WG Tactical Procedures (TACPROCS) and is supplemented by unit Orders, Instructions and Publications that detail how to execute TACPROCS on each 41WG system.

AIM

3. The aim of this Instruction is to outline the development and approval process for 41WG TACPROCS.

AUTHORITY

4. The authority for this instruction is OC 41WG.

SCOPE

5. This instruction is applicable to all 41WG units.

PURPOSE

6. The purpose of 41WG TACPROCS is to standardise procedures for the effective employment of 41WG systems and to optimise their integration with other RAAF, ADF and coalition assets. To this end, TACPROCS define how 41WG plans, prepares for and conducts operations as a cohesive force and the document is structured as such.

DEVELOPMENT PROCESS

7. 41WG SO2TACDEV is responsible for the development of TACPROCS and is to ensure that the document remains operationally relevant. SO2TACDEV achieves this through the Tactics Development (TACDEV) cell (refer 41WG SI (OPS) 04-04). The TACDEV cell determines the need for:

- a. new tactical procedures,

- b. changes to existing tactical procedures, and
- c. cancellation of outdated tactical procedures.

Any 41WG member can contribute to the development of TACPROCS by raising suggestions for changes through their Unit TACDEV cell members.

Tactics Bulletins

8. Once the need for an update is identified by the TACDEV cell, a solution is to be drafted and a member of the cell tasked to develop a Tactics Bulletin (Tac Bulletin) that defines the new or changed procedure in full. The purpose of a Tac Bulletin is to promulgate new or amended procedures to Units to either implement immediately or trial before they are incorporated into 41WG TACPROCS as endorsed doctrine. Tac Bulletins may be raised outside of TACDEV cell sessions provided that there is a genuine need for the new procedure to be implemented before the next meeting.

9. The following process is to be used for creating Tac Bulletins:

- a. The Tac Bulletin is to be drafted IAW the template contained at Enclosure 1 and available on the 41WG TACDEV DSN web site. The TACDEV cell member sponsoring the Tac Bulletin is to complete the 'Sponsor' section of the processing form (Enclosure 2) and forward both documents through the Unit chain of command to 41WG SO2TACDEV.
- b. SO2TACDEV will determine which Unit is best placed to test the new procedure and, if possible, determine an exercise during which the procedure should be tested. SO2TACDEV will review the Tac Bulletin and once satisfied that the new procedure is valid and has been developed in conjunction with relevant stakeholders will forward it to SO1OPS for approval.
- c. Once the Tac Bulletin has been approved by SO1OPS it is to be returned to SO2TACDEV for entry into the Tac Bulletin register and promulgation via the 41WG TACDEV DSN web site.
- d. Units are to implement the new procedure and the unit tasked with testing the procedure is to provide a report on its success at the next TACDEV meeting.

10. Current Tac Bulletins are to be reviewed at each TACDEV cell meeting. For each bulletin, the cell is to determine whether the procedure should be:

- a. incorporated into TACPROCS with or without amendments;
- b. amended and tested in its new format, or;

c. removed.

APPROVAL

11. SO1OPS will approve each edition of TACPROCS for release and implementation at 41WG units. The document is to be promulgated on the 41WG TACDEV DSN web site with all Units and stakeholders notified of each new edition via minute. The document will be published in PDF format only.

Enclosures:

1. 41WG Tactical Bulletin template
2. 41WG Tactical Bulletin Draft, Amendment and Review Form.

Related Orders, Instructions and Publications:

41WG SI (OPS) 04-04 – 41WG Tactics Development Cell
41WG SI (ADMIN) 02-05 – Quality Management system
ADDP-D – Foundations Of Australian Military Doctrine
AAP 1000-D – The Air Power Manual
AAP 1002 – The Operational Air Doctrine Manual

Keywords

Tactics

Doctrine

Tactical Procedures

SPONSOR: SO2TACDEV

24 Feb 15