

20 MARCH 1998



Operations

**SUPPORT OF UNITS DEPLOYED TO HILL
AFB (CC)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 75 ABW/XPI (Artimesia Pearce)
Supersedes OO-ALC-HAFBI 10-401,
16 September 1996

Certified by: 75 ABW/XP (Judy M. Gruenberg)
Pages: 14
Distribution: F

This instruction implements AFD 10-4, *Operations Planning*. This instruction prescribes the procedure for OO-ALC support of units deploying to or through Hill AFB. It applies to all assigned organizations, Air National Guard, and US Air Force Reserve units involved in hosting a deployed unit at Hill AFB.

SUMMARY OF REVISIONS

The publication is revised to update office symbols and organization titles. A (I) indicates revisions from the previous edition.

- 1. Concept of Operation:** In the following circumstances, Hill AFB is generally used as a deployed site:
 - 1.1. The unit is deploying in order to engage in Utah Test and Training Range (UTTR) activities, air-to-air or air-to-ground.
 - 1.2. The unit is deploying for test and training purposes that are not directly related to UTTR utilization.
 - 1.3. The unit is using Hill AFB as an arrival or departure airfield.
 - 1.4. The unit is using Hill AFB in order to support 388 Fighter Wing (FW) flying operations.
 - 1.5. The unit is using Hill AFB in order to support 419 Fighter Wing (FW) flying operations.
- 2. Deploying Unit Responsibilities:**
 - 2.1. Establish a single point of contact (POC) for coordination with Wing Plans (75 ABW/XPI), DSN 777-6796, 45 days prior to desired date of deployment to coordinate required support.
 - 2.2. If the unit is deploying to Hill AFB, establish a flying unit sponsor at Hill AFB. (Refer to **paragraphs 2.8.** and **2.9.**).

2.3. Coordinate any use of the UTTR with Operations Management Flight as initial point of contact (Plans (388 RANS/DOX)) (DSN 777-7852). Reference Air Force Flight Test Center Regulation (AFFTCR) 55-18, Chapter 1, for user obligations (available for viewing in the 388 RANS/DOO Test Wing). Copies of this instruction will be sent to deploying units, upon request.

2.4. Submit Obligation Authority for services rendered using one of the following funding documents:

AF Form 616, **Fund Cite Authorization**.

DA Form 2544, **Intra Army Order for Reimbursable Services**.

DD Form 448, **Military Inter-Departmental Purchase Request**.

2.4.1. 30 days prior to arrival for on-base and/or contract quarters lodging, submit funding form to Lodging (75 SPTG/SVML), 5847 D Avenue, Hill AFB UT 84056-5016.

2.4.2. Five days prior to arrival, submit the appropriate funding document (see paragraph 2.4.) to Vehicle Operations Flight (75 ABW/LGTO) Division, 7951 Utility Dr, Hill AFB UT 84056-5836. **NOTE:** Indicate on the funding document that it is for use of government vehicles, civilian overtime, operations and maintenance cost for vehicles and operators.

2.4.3. Thirty days prior to deployment for requests for aircraft fuels to be received, and ten days prior to deployment for motor gasoline/diesel fuel, supplies, equipment, and Base Service Store requirements to the Supply Division (75 ABW/LGS), 5851 F Avenue, Hill AFB UT 84056-5713.

2.4.4. Five days prior to arrival, submit the appropriate funding document to Installation Deployment Office (75 ABW/XPI), 7520 Wardleigh Road, Hill AFB UT 84056-5733. (Refer to **paragraph 2.4.** for appropriate funding document).

NOTES:

1. Indicate on the funding document that it is for civilian overtime for airlift management, loading, and unloading.
2. Units or organization planning to fly mission originating or terminating at Hill AFB must schedule all flying operations within published airfield operating hours (0600 - 2200 local seven days a week). The runway, tower, and Base Operations open at 0600L and close at 2200L.

2.5. Be prepared to rent all vehicles required. U-Drive-It vehicles cannot be guaranteed. Vehicle requirements over and above organic capability will necessitate unit funding and negotiating with General Services Administration (GSA) Interagency Motor Pool, or contacting a local commercial rental firm. This should be accomplished prior to arrival to ensure availability of required vehicles.

2.6. Requirements above base capabilities will necessitate unit funding and negotiating with commercial sources.

2.7. Complete OO-ALC Form 510, **Deployment Request (Attachment 1)** no later than 25 days prior to deployment and send to 75 ABW/XPI, 7520 Wardleigh Road AFB UT 84056-5733 or Fax to DSN 777-7226.

2.8. If the unit is deploying to Hill AFB in support of the 388 FW, contact Current Operations Flight (388 OSS/OSO), DSN 777-2541 to establish a flying unit sponsor. Logistics support beyond the capa-

bility of the sponsoring flying squadron should be coordinated through 388 Logistics Plans Flight (388 LSS/LGLX) at DSN 777-2323.

2.9. If the unit is deploying to Hill AFB in support of the 419 FW, contact the Commander, Operations Group (419 OG/CC), DSN 777-1466.

2.10. Ensure an aircrew briefing is received from Operations Support Squadron (75 OSS) and the host flying organization. Emphasis should be on safety, noise abatement, security and airfield familiarization.

2.11. Coordinate with Readiness Flight (75 CEG/CEX) (Disaster Preparedness), DSNs 777-4184 or 777-4185 to develop clear command and control responsibilities for any disaster requiring Disaster Control Group (DCG) response.

2.12. Be prepared to provide funding for civilian overtime for refueling support or deploy with qualified personnel to support refueling of your aircraft.

2.13. 45 days prior to deployment, initiate AF Form 813, **Request for Environmental Impact Analysis**, to Environmental Management Directorate (OO-ALC/EM), 7276 Wardleigh Road, Hill AFB UT 84056-5127. Coordinate this requirement with hosting unit. Call DSN 777-7652 to request AF Form 813. If using the UTTR, coordinate AF Form 813 with 388 RANS/DOX for completion and forward to Environmental Management Directorate (OO-ALC/EM).

2.14. Provide to OO-ALC/PA (and, as applicable, to 388 FW/PA or 419 FW/PA) the names and telephone numbers (duty hours and after duty hours) for local and home station Public Affairs POC for use in case of accident or other news media interest in the deployed unit's activities.

2.15. In order to allow flight following of aircraft operating out of Hill AFB, deployed units will provide the Hill Consolidated Command Post (75 ABW/CP) (in this instruction Hill Consolidated Command Post will be referred to as HCCP) with a daily printed flying schedule that includes:

Call sign.

Type aircraft.

Tail number/assigned unit.

Pilot Name.

Scheduled take-off time.

Scheduled landing time. Unit's flying supervisor's name and telephone extension while unit's aircraft are operating.

2.16. Upon arrival, provide HCCP with letter indicating senior member of unit and where member can be located during duty and non-duty hours. Include host unit, POC, and duty phone number

3. Tasked Organizations. OO-ALC Form 510 (**Attachment 1**) will be sent to the units throughout Department of Defense (DOD) who wish to deploy to or through Hill AFB. Data obtained from requesting units will be forwarded to tasked organizations by the OO-ALC POC, 75 ABW/XPI (DSN 777-6796).

4. Intelligence. All intelligence information intended for use by the deploying unit, real world or exercise, will be provided to the appropriate individuals by the unit hosting the deployment as required.

5. Operations. HCCP, 75 OSS, and major flying unit tenants will be advised of anticipated deployed unit flying activities. Supervisor of flying requirements will be identified to the sponsoring unit. **NOTE:** Non-assigned units will not fly live ordnance from Hill AFB without written authority from the 75 ABW Commander (75 ABW/CC). Reference Hill AFB Instruction 13-201, *Air Traffic Control and Flight Operations*.

6. Responsibilities:

6.1. 75 ABW/XPI will:

6.1.1. Serve as the focal point for units deploying to or through Hill AFB. The 75 ABW/XPI Action Officer will coordinate support requirements of deploying units and base support organizations, to include interface between the Air Combat Command (ACC), 388 RANS/DOO, 388 FW, and 419 FW.

6.1.2. Prepare and distribute, to units requesting support, a copy of this instruction which includes OO-ALC Form 510 (**Attachment 1**) and OO-ALC Deployment Quick Reference Information, (**Attachment 2**). Upon receipt of completed OO-ALC Form 510, 75 ABW/XPI will forward it to tasked organizations for action.

6.1.3. Upon completion of support requirement coordination, notify requesting units as to status of support requested, and what the organizations are capable of providing. Any deficiencies will be noted, and become the responsibility of the requesting unit.

6.1.4. Through 75 ABW/XPI, arrange cargo and passengers on-load and offload operations. Process the appropriate funding document for civilian overtime for all Hill AFB units supporting the aircraft on-load and offload operations. (Refer to paragraph **2.4**. for appropriate funding document).

6.1.5. For routine request for known requirements, submit AF Form 332, **Base Civil Engineer Work Request**, (to include funding source) to the Civil Engineering Squadron (75 CES/CEZ) thirty days prior to deployment.

6.1.6. When requested, arrange for administrative facilities for the deployed unit. Coordination and approval will be provided without a formal facilities board meeting.

6.1.7. Prior to arrival, prepare an Entry Authority List (EAL) and provide to security police when the deploying units need access to a restricted area.

6.2. 75 OSS will:

6.2.1. Determine availability and assign aircraft parking and hot pad space as required.

6.2.2. Provide flight-line training, testing and passes as necessary for commercial and other government agency vehicles required.

6.2.3. Provide air traffic control advisory and liaison services.

6.2.4. Brief the following noise abatement policy:

6.2.4.1. In addition to the FLIP Noise Abatement procedures for Hill AFB, minimum safe power levels will be used in the Hill AFB traffic pattern and multiple overhead patterns are discouraged.

6.2.4.2. If mission requires flying low-level routes, use responsible flight planning techniques

and avoid built-up areas.

6.3. The local flying unit sponsor and/or POC will:

- 6.3.1. Ensure deployed aircrews are briefed on local flying procedures and noise abatement.
- 6.3.2. Coordinate parking and work areas for the deployed unit.
- 6.3.3. Make arrangements for necessary deployed units access to controlled areas.
- 6.3.4. Coordinate with Transient Alert supervisor when deploying units will need their assistance. **Note:** Transient Alert will provide service to ALL transient aircraft according to standard procedures. Deployed aircraft will “not” be given priority for turns.
- 6.3.5. Advise 75 ABW/XPI of the deployment.

6.4. Food Service (75 SPTG/SVMF) and 75 SPTG/SVML will:

- 6.4.1. Negotiate special messing requirements. Deployed unit must fund cost of any extended meal hours required to support deployed unit. Provide fund source ten days prior to deployment.
- 6.4.2. Provide sack or flight meals as required based upon a prior 24-hour notification.
- 6.4.3. Confirm lodging reservation requests from available quarters, local motels at contract quarters' prices or non-availability, determined by deploying unit requirements and prior commitments.
- 6.4.4. Process Obligation Authority for use of local motels at contract quarters' prices when required.

6.5. Transportation Division (75 ABW/LGT) will:

- 6.5.1. Support vehicle requirements from base resources whenever possible. Base mission support will take precedence over support to units deploying to Hill AFB.
- 6.5.2. When requested by the deploying unit, make arrangements to move cargo to remote site locations such as Wendover, Dugway Proving Grounds, UTTR, Michael Army Airfield, etc.
- 6.5.3. Process Obligation Authority for use of government vehicles, operations, maintenance, and operators costs in accordance with paragraphs [2.4](#) and [2.4.2](#).
- 6.5.4. If transportation requested is beyond the capability of 75 ABW/LGT, arrangements will be made with a contractor for commercial transportation by the requester.
- 6.5.5. Provide aircraft loading/unloading support to units deploying to or through Hill AFB.
- 6.5.6. Operate the Cargo Movement Operations System in support of deployment operations. Provide in-transit visibility reports and documentation as required.
- 6.5.7. Keep the Deployment Control Center (DCC) advised on all scheduled inbound and outbound aircraft movements.
- 6.5.8. Ensure the Scheduled Airlines Ticket Office (SATO) personnel and resources are available to support deployment operations. Provide routing data to the DCC.

6.6. 75 Civil Engineering Group (75 CEG) will:

- 6.6.1. Respond to any special engineering requests to the extent available resources permit. These requests will be expedited by direct coordination between 75 ABW/XPI Action Officer and 75

CES/CEO Chief or Deputy rather than implementing the usual work request procedures. Respond to routine or long lead-time requests on a priority basis, to the extent available resources permit, to ensure deploying deadlines are met.

6.6.2. In coordination with the deployed unit, develop clear command and control responsibilities for any emergency requiring activation of the base Disaster Response Force.

6.6.3. Establish janitorial services, as requested, on a reimbursable basis.

6.6.4. Establish points of contact with the unit Disaster Preparedness Officer.

6.7. Supply Division (75 ABW/LGS) will:

6.7.1. Provide all fuel to deploying unit as requested within the established priority system.

6.7.2. Provide aviation fuel to meet flight schedules and standard Air Force credit card fueling practices will be followed. Units will be advised of the operational safety fuel and defueling requirements.

6.7.3. Through 75 ABW/LGS, establish supplies and equipment accounts when requested and process obligation authorities as required. Deploying units must use IMPAC credit cards to obtain Base Service Store and/or Tool Issue Center requirements from local vendors.

6.7.4. Provide for storage of weapons, mobility bags, and other equipment on a case-by-case basis.

6.8. 649 Munitions Squadron (649 MUNS) will:

6.8.1. Coordinate and approve all munitions support. Deploying units will not ship munitions to Hill AFB until storage and handling capability is confirmed. 125-day prior notification is required for munitions support. Units requiring munitions support will request Munitions Fact Sheet from 649 MUNS, DSN 777-6935.

6.8.2. 649 MUNS will advise deploying munitions specialists of special issue and receipt handling requirements and identify points of contact to resolve peculiar problems.

6.9. 75 Communications Squadron (75 CS) will:

6.9.1. Provide temporary telephone service as requested by 75 ABW/XPI on AF Form 3215, **C4 Systems Requirements Document**.

6.9.2. Provide coordination on use of unit radio frequency requirements prerequisite to the approval process. **NOTE:** Communications services to include overtime incurred and installation costs will be reimbursable. (Refer to paragraph 2.4. for appropriate funding document).

6.10. Safety Office (OO-ALC/SE) will:

6.10.1. Prepare a briefing for the purpose of familiarization of flight, ground, and explosives safety; munitions loading, hung ordnance and so forth, peculiarities at Hill AFB.

6.10.2. Establish points of contact with the unit safety function.

6.11. Office of Public Affairs (OO-ALC/PA) will:

6.11.1. In coordination with the deployed unit, develop clear command, control, and communications responsibilities in the event of a disaster that would require release of information to the news media and general public.

6.11.2. Establish points of contact with the unit Public Affairs Officer.

6.11.3. When sponsor unit is the 388 FW or 419 FW, the respective Public Affairs Office will have primary responsibility for these provisions, in coordination with and support of OO-ALC/PA.

6.12. Security Force Squadron (75 SFS) will:

6.12.1. Provide protection for deployed personnel/equipment and Air Force Priority Resources as outlined in AFI 31-101V1, *The Physical Security Program* and AFI 31-209, *The Air Force Resource Protection Program*.

6.12.2. Authenticate and maintain EAL provided for deployed personnel until termination of visit.

7. Form Prescribed. OO-ALC Form 510, Deployment Request.

LARRY O. SPENCER, Colonel, USAF
Commander

IV. RANGE REQUIREMENTS						
24. UNIT 93rd Fighter Squadron		25. HOME STATION Homestead Air Reserve Station FL		26. POINT OF CONTACT Major Beam		27. PHONE NUMBER 777-1446
28. DEPLOYED STATION Hill AFB			29. POINT OF CONTACT Major Brill		30. PHONE NUMBER	
MISSION NUMBER	TYPE/NUMBER OF AIRCRAFT	TYPE/NUMBER OF TARGETS	NUMBER OF SORTIES	SCORING	INSTRUMENTATION	ORDNANCE
15 Jul AM	6XF-16C	2XMAV	6	NA	NA	6AQM65
16 Jul AM	6XF-16C	2XLive				
V. MESSING REQUIREMENTS						
		YES	NO	NUMBER OF PERSONS	DATES	REMARKS
SACK LUNCH						
IN-FLIGHT						
MEALS READY TO EAT (MRE)						
OTHER						
PER-DIEM						
EXTENDED HOURS FEEDING						
STATUS OF PERSONNEL						
SUBSISTENCE IN KIND (SIK)						
BASIC ALLOWANCE FOR SUBSISTENCE (BAS)						
31. FUND CODE (For Billing/Purpose)						
VI. TRANSPORTATION REQUIREMENTS						
32. TYPE OF VEHICLES NEEDED <input type="checkbox"/> SEDAN <input type="checkbox"/> PICK-UP <input type="checkbox"/> STEERMAN <input type="checkbox"/> BUS <input type="checkbox"/> TRUCKS <input type="checkbox"/> OTHER						
33. DATE VEHICLES NEEDED			34. TIME REQUIRED			
FROM	TO	FROM	TO			
13 Jul	26 Jul					
35. WILL VEHICLE BE NEEDED TO GO OFF BASE? <input type="checkbox"/> YES <input type="checkbox"/> NO			36. VEHICLE CREDIT NEEDED <input type="checkbox"/> YES <input type="checkbox"/> NO (If No, Provide Vehicle Operator Name, Grade)			
Note: Obligation Authority (OA) must be provided to LGT no later than five duty days prior to unit arrival.						
37. REMARKS Vehicle Operator-SMSGt Shiftett Vehicle will be paid for by AF Form 616						

VII. SUPPLY REQUIREMENTS						
TOTAL FUEL (POL) REQUIREMENTS:	JP8	MOGAS	DIESEL	COMPRESSED GAS	LOX	LIN
38. ORDNANCE LOADS						
STOCK NUMBER	QUANTITY	HAZARD CLASS	NET EXPLOSIVE WEIGHT	STORAGE AND HANDLING		
NOTE: Obligation Authority (OA) must be provided no later than 10 duty days prior to deployment for MOGAS, supplies, equipment, and Base Services Store requirements in writing. LOGWHL Hill AFB UT 84026 (OSN: 777-4472). Requests for fuel (type and amount) are to be received no later than 30 days prior to unit arrival.						
VIII. COMMUNICATION REQUIREMENTS						
39. DO YOU REQUIRE ANY TELEPHONE SUPPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain: Host unit/wing support						
40. DO YOU REQUIRE ANY OTHER COMMUNICATIONS SUPPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain: Host unit/wing support						
NOTE: Use of frequencies must go through your local frequency Manager to Hill AFB Frequency Management (SOM, OSN 777-0015) 60 days prior to use whether owned by Hill AFB or visiting organization. Give date of requirements (From and To).						
XI. PUBLIC AFFAIRS REQUIREMENTS						
41. LOCAL PUBLIC AFFAIRS POINT OF CONTACT FOR DEPLOYED UNITS WHILE AT HILL AFB.						
NAME (Last, First, Middle Initial)					GRADE	
Moreno, Daniel					SSgt	
TELEPHONE: DUTY: 791-7815 AFTER DUTY HOURS:						
42. HOME STATION PUBLIC AFFAIRS POINT OF CONTACT FOR DEPLOYMENT WHILE AT HILL AFB.						
NAME (Last, First, Middle Initial)					GRADE	
D'Angelo, Robert					Major	
TELEPHONE: DUTY: 791-7803 AFTER DUTY HOURS:						
XII. HILL CONSOLIDATED COMMAND POST REQUIREMENTS						
43. SENIOR OFFICER POINT OF CONTACT FOR DEPLOYED UNIT WHILE AT HILL AFB.						
NAME (Last, First, Middle Initial)					GRADE	
Rydholm, Derek					Major	
TELEPHONE: DUTY: 791-7803 AFTER DUTY HOURS:						
44. HOME STATION SENIOR OFFICER POINT OF CONTACT FOR DEPLOYED UNIT WHILE AT HILL AFB.						
NAME (Last, First, Middle Initial)					GRADE	
TELEPHONE: DUTY: AFTER DUTY HOURS:						

Attachment 2**OO-ALC/DEPLOYMENT QUICK REFERENCE INFORMATION**

Units interested in deploying to and operating from Hill AFB will use this information to determine the maximum support capabilities for your unit. Failure to consider this information could result in lack of or reduced support for your deployment.

A2.1. Coordination.

A2.1.1. List of POCs.

- A2.1.1.1. 75 ABW/XPI, 777-6796
- A2.1.1.2. 388 FW (host), 777-2541
- A2.1.1.3. 419 FW (host), 777-1466
- A2.1.1.4. 75 OSS/OS (host), 777-3522
- A2.1.1.5. 388 RANS/DOO (host), 777-7852

A2.1.2. Coordination Order:

- A2.1.2.1. 75 ABW/XPI (Before approval).
- A2.1.2.2. Any host (if host first, then directly to 75 ABW/XPI)

A2.1.3. When do you need to Coordinate?

- A2.1.3.1. 75 ABW/XPI must be informed of any deployment to Hill AFB regardless of the number of aircraft, personnel or length of stay. 75 ABW/XPI and the host organization will determine the need for further coordination with our base support agencies.

A2.1.4. Timing Checklist. Begin coordination for each category as follows:

- A2.1.4.1. NLT 125 days in advance if munitions will be expended.
- A2.1.4.2. NLT 45 days in advance without munitions.

A2.1.5. Live Munitions Approval.

- A2.1.5.1. The 75 ABW/CC must approve all live munitions operations from Hill AFB.
- A2.1.5.2. There are live munitions storage limitations.
- A2.1.5.3. Fill out and return Memorandum Letter (**Attachment 3**) and AF 3126, **Live Munition Sortie Worksheet (Attachment 4)**.

Attachment 3

MEMORANDUM LETTER

MEMORANDUM FOR 75 ABW/CC

FROM:

SUBJECT: Request to Conduct Live Munition Sorties from Hill AFB

The 93rd Fighter Squadron request approval for the carriage of live munitions from Hill AFB as detailed in attachments 1 through 4. We are being hosted by 466FS, 419FW based at Hill AFB and all live munition sorties will be conducted in accordance with Hill AFB directives.

Unit/Detachment Commander

Attachment

Planned Live Munition Sortie Schedule

1st Ind, OO-ALC/SEW/SEF

MEMORANDUM FOR 75 OSS/OS

Request for live munition sorties from Hill AFB listed in attachment have been reviewed and we recommend planned sorties be authorized/not authorized (*circle one*) (Provide and attach rationale if recommending this request be disapproved).

OO-ALC/SEW/SEF

2nd Ind, 75 OSS/OS

MEMORANDUM FOR 75 ABW/CC

Request for live munition sorties from Hill AFB listed in attachment have been reviewed and we recommend planned sorties be authorized/not authorized (*circle one*) (Provide and attach rationale if recommending this request be disapproved.

75 OSS/OS

3rd Ind, 75 ABW/CC

MEMORANDUM FOR 75 ABW/XP
75 OSS/OS

Request for live munitions sorties from Hill AFB listed in attachment have been reviewed and are approved/disapproved (*circle one*).

Commander

