

23 SEPTEMBER 2003

Flying Operations

PLANNING AND SCHEDULING ACTIVITIES



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This instruction outlines procedures for the planning and scheduling functions within the 43d Airlift Wing. It governs the scheduling of flying, ground, standby, and maintenance activities as they affect the use of aircraft and crews in support of operational and training requirements. Current Operations (43 OSS/OSO) is the focal point for all operational scheduling issues.

1.	Introduction.	3
2.	Airlift Scheduling.	3
Figure 1.	Flowchart of Quarterly Schedule through Hard Flying Schedule.	4
Figure 2.	Flowchart of HFS through Executed Flying Schedule.	5
3.	Range Scheduling.	10
Figure 3.	Flowchart of Working AMT through Executed AMT.	11
4.	Enroute Operations Scheduling.	13
5.	JA/ATT Scheduling.	14
6.	Flying Hour Program.	15
7.	Operating Policies.	17
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		19
Attachment 2— SPECIAL AIRFIELD AIRSPACE ADVISORIES AND RESTRICTIONS (SAAAR)		25
Attachment 3— 43 OG FORM 2407 PROCEDURES		28
Attachment 4— 43 OG FORM 2408 PROCEDURES		32

**Attachment 5— DARE COUNTY BOMBING AND ELECTRONIC COMBAT RANGE
(DCBECR) TRAINER PROCEDURES**

1. Introduction.

1.1. General. This instruction provides guidance and information to support 43 AW aircraft scheduling at Pope Air Force Base (PAFB). This guidance is not all-inclusive and is not a substitute for good judgment.

1.2. Responsibilities:

1.2.1. Commanders and supervisory personnel at all levels are responsible for compliance with this instruction. Developing accurate schedules and adhering to them with minimum changes is essential to optimize aircrew and aircraft use.

1.2.2. Operations requirements and logistics capabilities must be carefully considered to provide safe, reliable aircraft to meet mission needs. Personnel must be alert to the detrimental effects of mismatches between operations requirements and logistics capabilities.

1.2.3. The Chief, 43 OSS/OSO, is 43 OG/CC's action agent and focal point for 43 OG scheduling issues. The Chief of Current Operations and the Current Operations staff provide direct coordination with the flying squadrons, operations group, maintenance group, wing, tenant units, the Tanker Airlift Control Center (TACC), and all subordinate agencies. While any mission is in execution (after the schedule becomes final), changes will be handled through 43 AW/CP.

2. Airlift Scheduling. This section establishes the procedures for Airlift Schedulers and base agencies that submit information to 43 OSS/OSO for flying or briefing activities.

2.1. General. The Airlift Scheduler is responsible for preparing daily and weekly mission documents for various types of C-130 missions, including Special Assignment Airlift Missions (SAAM), channel missions, Joint Chiefs of Staff (JCS) exercises, unilateral training, and contingency operations. The Airlift Scheduler is responsible for preparing any information, such as mission frags, required by aircrews for off-station channels and SAAMs. The Airlift Scheduler performs these functions during a two-week rotation of duty. (**Note:** The 23 OSS/OSOS is the liaison for all issues concerning the 74 FS and 75 FS schedules and will resolve any conflicts that arise with the respective squadron. See 23 FG OI 11-20, *Scheduling Factors and Procedures*)

Figure 1. Flowchart of Quarterly Schedule through Hard Flying Schedule.

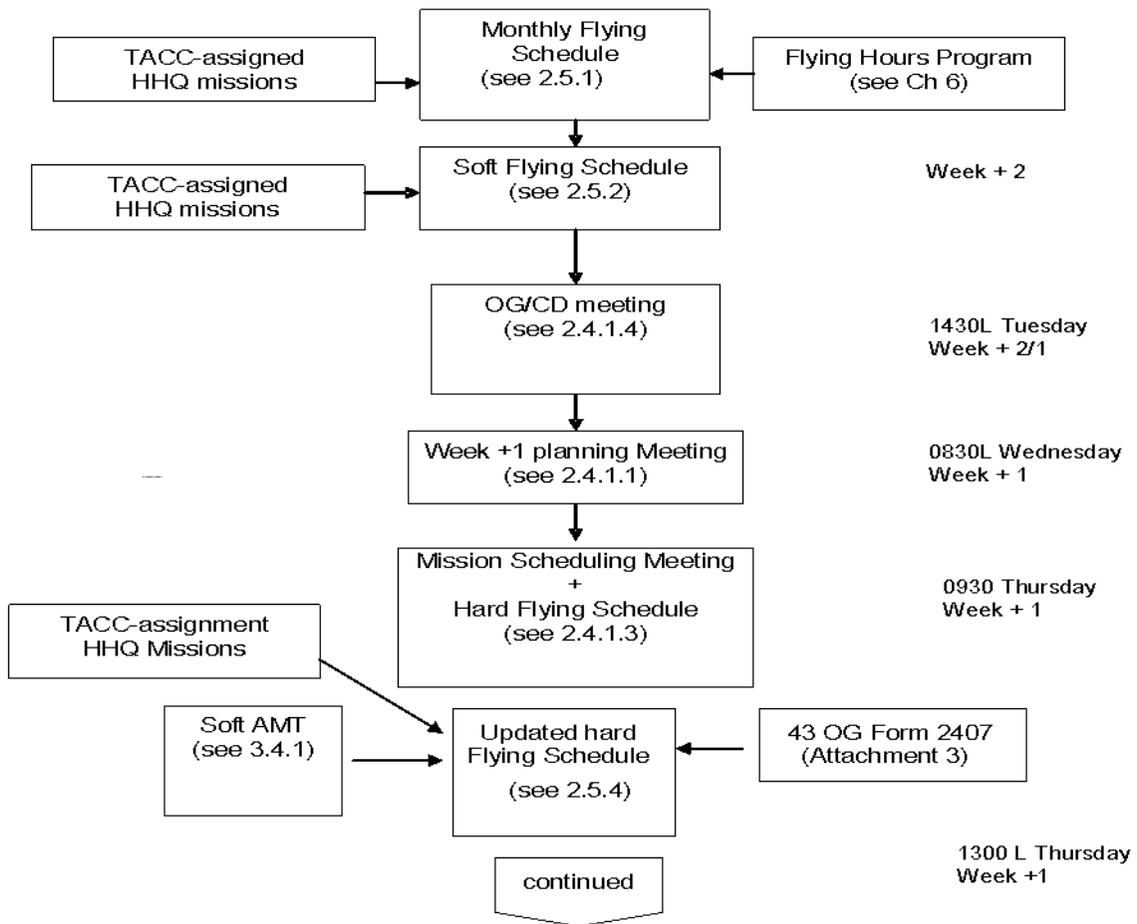
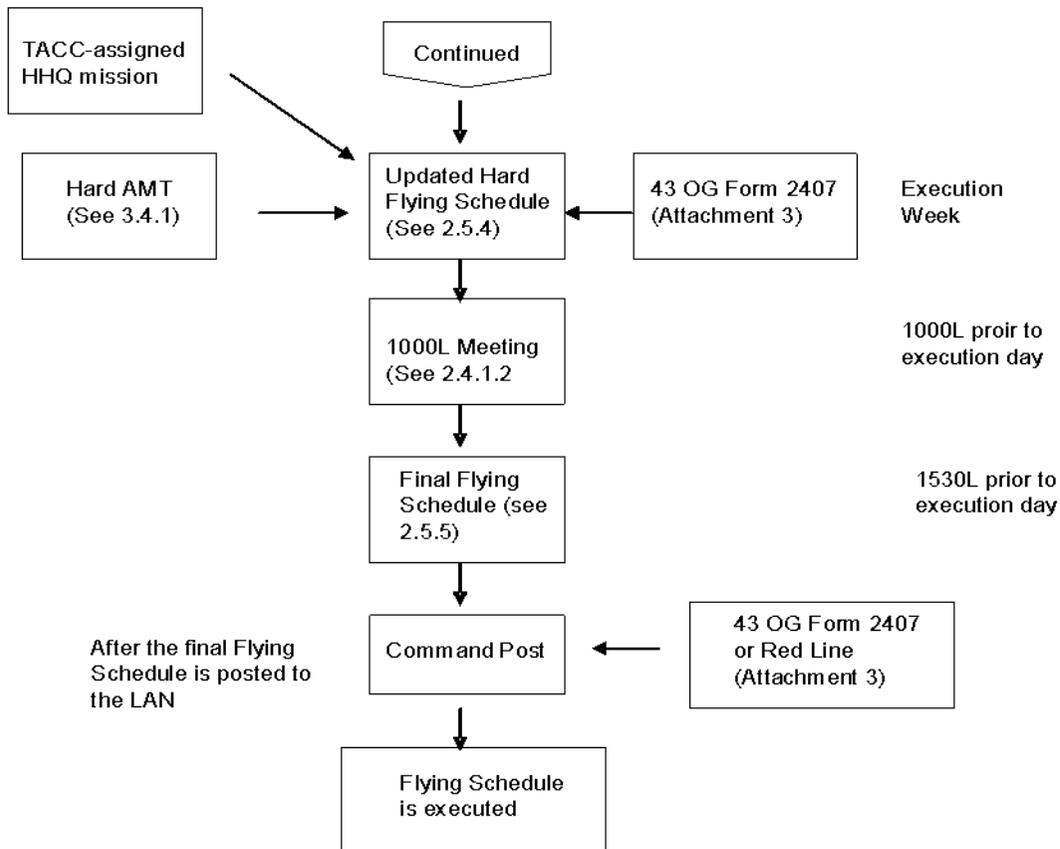


Figure 2. Flowchart of HFS through Executed Flying Schedule.



2.2. Airlift Scheduler Duties. The Airlift Scheduler is responsible for ensuring a complete, accurate, and timely flying schedule is produced for the 43 AW. During Week + 2 and Week + 1 the Airlift Scheduler:

2.2.1. Prepares for SAAM and channel missions by reviewing tasking documents.

2.2.2. Checks the Instrument Flight Rules (IFR) Supp, Airfield Suitability and Restrictions Report (ASRR), and other applicable sources for airfield suitability.

2.2.3. Coordinates for required Prior Permission Requests (PPR) and user requirements for SAAM and channel missions if not already coordinated by the TACC.

2.2.4. Within operational constraints, complies with Bird Aircraft Strike Hazard (BASH) Phase II operations. (See PAFB SPLAN 91-212, *Bird Aircraft Strike Hazard Plan*).

2.2.5. Creates frags and distributes them to the Central Schedulers.

2.2.6. Coordinates with Range Schedulers for local drop/landing zone issues. Also coordinates with enroute Operations Coordinator to get local Joint Airborne/Air Transportability Training (JA/ATT) missions Green Ramp parking spots.

2.2.7. Requests Diplomatic Clearances (DIPs) according to the Foreign Clearance Guide (FCG) and provides asset information through submission of a "Diplomatic Request Worksheet" to TACC International Clearance Branch (HQ AMC TACC/XOCZD). If Visas are required for a specific location, the Airlift Scheduler will notify the Central Schedulers as soon as possible after the squadron has been tasked with the mission. The Visa application process is the responsibility of the squadron tasked to fly the mission. It is imperative that the squadrons provide required DIP information promptly to the Airlift Scheduler as many nations have a time constraint on DIP requests.

2.2.8. Coordinates PHOENIX RAVEN team requirements with 43d Security Forces, if required (Higher Headquarters [HHQ], SAAM, and channel).

2.2.9. Receives inputs from the Central Schedulers (including Electronic Combat missions in accordance with [IAW] [Attachment 5](#)), 23 OSS/OSO (for A-10 flying activities affecting C-130 operations), and the Chief of Airlift Scheduling.

2.2.10. Mitigates any operational conflicts between flying units.

2.2.11. Mitigates any operational conflicts with Special Airfield Airspace Advisories and Restrictions (SAAAR) approved by the 43 OG/CC. Refer to the SAAAR policy (See [Attachment 2](#)) and PAFBI 11-250, *Local Flying Operating Procedures* for further instructions.

2.2.12. Conducts the Week + 1 Planning Meeting on Wednesday at 0830L. This meeting will be held in the 43 OSS/OSO briefing room.

2.2.13. Attends the 43 OG/CD Scheduling Meeting on Tuesday 1430 on Week 1 and 2 and executing Week with the appropriate schedule and copies.

2.2.14. Prepares the Hard Flying Schedule (HFS) for the 43 AW/CC, 43 OG/CC, and 43 MXG/CC to sign following the Thursday Mission Scheduling Meeting (MSM) of Week + 1.

2.2.15. Compiles the HFS and posts the schedule on the Local Area Network (LAN) (\\43OG_SERVER1\Curr_ops Sch\Weekly Hard) no later than (NLT) close of business (COB) Thursday of Week + 1.

2.3. During Execution Week the Airlift Scheduler:

2.3.1. Coordinates any special aircraft parking considerations with the enroute Operations Coordinator.

2.3.2. Checks the daily Air Movement Table (AMT) against the Final Flying Schedule for accuracy and corrects discrepancies immediately.

2.3.3. Conducts a daily 1000L meeting to review the next day's schedule.

2.3.4. Reviews next day's C-130 flying activities with the TACC C-130 Barrel (Bean Count). The Bean Count must be provided to TACC/XOB NLT 1300L.

2.3.5. Posts the Daily Final Flying Schedule (NLT 1500L) to the LAN. (\\43OG_SERVER1\Curr_ops Sch\Daily final).

2.3.6. The on-call Airlift Scheduler will ensure 43 AW/CP has their contact information prior to assuming duties. This ensures command and control personnel can contact the Airlift Scheduler during non-duty hours to work or resolve scheduling issue.

2.4. Meetings and Timeline Criteria.

2.4.1. Meetings. The Airlift Scheduler will conduct several meetings throughout the week in order to provide wing agencies with the most accurate schedule possible. These meetings consist of a Week + 1 Planning Meeting and Execution Week meetings.

2.4.1.1. Week + 1 Planning Meeting. This meeting is held each Wednesday at 0830L in the 43 OSS/OSO briefing room. The Week +1 Planning meeting solidifies the Soft Schedule. It annotates scheduling changes resulting from user requirement changes, drop/landing zone changes, HHQ requirements, etc. The Airlift Scheduler will chair the meeting and provide a copy of the Soft Schedule to each member present. As a minimum, representatives will include the Central Schedulers, and 3 APS scheduler.

2.4.1.2. 1000L Meeting. The 1000L meeting is held daily in the 43 OSS/OSO briefing room. The purpose of this meeting is to review the next day's flying schedule. Prior to this meeting, the Central Schedulers will input the aircraft commander's last names so that it can be merged (on the LAN) into the Final Flying Schedule. As a minimum this meeting will include the Central Schedulers and a 3 APS scheduler. The Airlift Scheduler will chair the meeting and provide a copy of the Updated Hard schedule to each member present. The Airlift Scheduler will review every mission (line-by-line if necessary) to ensure everyone understands the purpose and requirements of each mission.

2.4.1.3. Mission Scheduling Meeting (MSM). The MSM is held Thursdays, 0930L, in the 43 OG conference room. Following the MSM, Current Operations schedulers will make appropriate changes to the Soft Flying Schedule. The Soft flying Schedule will become the HFS and Updated HFS at 1300L each Thursday for the following week.

2.4.1.4. 43 OG/CD Scheduling Meeting. Held each Tuesday in the 43 OG conference room. The meeting is chaired by the 43 OG/CD. This meeting balances unilateral, JA/ATT and HHQ directed flying missions with scheduled short and long-term maintenance planning. It reviews the current weeks schedule and one and two weeks out. This meeting will also serve as the quarterly and monthly operations/maintenance scheduling meetings, as directed by AFI 21-101, *Aerospace Equipment Maintenance Management* (see para 15.8 and 15.9). Flying squadron directors of operations (DO) and 43 MOS/PS&D, 43 OSS/OSO flight commander, and 43 OSS/DO attend.

2.4.2. Submission Timeline Criteria. The purpose of firm timeline criteria ensures that all agencies have the maximum time available to prepare asset forecasts, respective slides, briefing items, etc. There are two basic areas that require deadlines for inputs to 43 OSS/OSO. These two areas are the flying schedule and briefing inputs.

2.4.2.1. Briefing and Report Input Deadline.

2.4.2.1.1. Each flying squadron will submit the Temporary Duty (TDY) Rate Report to the 43 OG Director of Staff (DS) no later than the 8th of each month. The 43 OG/DS will compile the data and input them into the Air Mobility Command (AMC) website (<http://140.175.188.129/tdy/tdy.cfm>).

2.4.2.1.2. Flying squadrons will submit actual flying hours flown NLT 0830L each duty day to 43 OSS/OSO.

2.4.2.1.3. Flying squadrons will update Mission Effectiveness slides on the LAN

(\\43OG_SERVER1\Curr_ops Sch\Mission Effectiveness) NLT COB on Mondays. Flying squadrons will explain losses and lack of effectiveness.

2.4.2.1.4. The enroute Operations Coordinator will post the next day's Transient Flying Schedule to the LAN NLT 1500L Monday through Friday. 43 OSS/OSO will incorporate the transient flying schedule into the PAFB Daily Flying Summary.

2.5. Scheduling Products.

2.5.1. Monthly Schedule. 43 OSS/OSO will post the next two months planned flying schedule on the LAN NLT the first Tuesday of each month. (\\43OG_SERVER1\Curr_ops Sch\Monthly Schedule).

2.5.2. Soft Flying Schedule (SFS). The SFS is a planned weekly schedule produced from the monthly schedule. The Airlift Scheduler will download their week from the Monthly Schedule on Monday of Week + 2 and they will post it on the LAN. (\\43OG_SERVER1\Curr_ops Sch\Weekly Soft).

2.5.3. Hard Flying Schedule (HFS). The HFS is produced from information after changes have been made to the Soft Flying Schedule. The Central Schedulers will correct their unit's flying data and deliver the updated schedule to the Airlift Scheduler each Wednesday (Week + 1) by 1200L. The 43 AW/CC, 43 OG/CC, and 43 MXG/CC sign it following the Thursday MSM of the week prior to execution. The Central Scheduler will post the HFS on the LAN NLT 1300 each Thursday (Week+1) (\\43OG_SERVER1\Curr_ops Sch\Weekly Hard). Note: this schedule is not hard until signed at the weekly MSM.

2.5.4. Updated Hard Schedule. After the Soft Schedule becomes the HFS, the Airlift Scheduler will continue to update it based on 43 OG Form 2407, **Flying Schedule Change** (POC: 43 OSS/OSO). The Airlift Scheduler prints an Updated Hard Schedule daily prior to the 1000L Airlift Scheduler's meeting. This product is distributed at this meeting as the most current working document for scheduling agencies. It is posted on the LAN \\43og_server1\Current Ops Schedule\Updated Hard.

2.5.5. Final Flying Schedule. The Airlift Scheduler produces a Final Flying Schedule from the Updated Hard Schedule. The Final Flying schedule incorporated changes from the 1000L meeting and other approved 43 OG Form 2407 changes. The Airlift scheduler will post the Final Flying schedule NLT 1530L each day on the LAN. On Friday, the final Saturday - Monday schedule will be posted. If the LAN is not available, 43 OSS/OSO will ensure all affected agencies receive a paper copy of the schedule (\\43OG_SERVER1\Curr_ops Sch\Daily Final).

2.5.6. PAFB Daily Flying Summary. A daily summary outlining the flying activities for PAFB. This is due by COB workdays. (\\43OG_SERVER1\Curr_ops Sch\Daily Flying Summary).

2.6. C-130 Schedule Changes (43 OG Form 2407)

2.7. Command and Control Information Processing System (C2IPS) Inputs/Mission Coding. 43 OSS/OSO will input all scheduled 43 AW C-130 flights for the Final Flying Schedule into the C2IPS system NLT 1530L to facilitate mission outload support. The flying squadrons will supply all information concerning training missions to the Airlift Scheduler (i.e., cross-country itineraries, Aeromedical Evacuation Squadron [AES] training stops, etc.). Once the Final Flying Schedule has been posted, the 43 AW/CP will make necessary changes to the C2IPS data.

2.8. PHOENIX BANNER/SILVER and Alpha, Bravo, Charlie and Wing Standby. Due to the dynamic nature of this program reference AFI 11-289, *Phoenix Banner, Silver, and Copper Operations* and AFI 11-2C130 V3, *C-130 Operations Procedures*. These Transportation Working Capital Fund (TWCF) missions are JCS priority 1A1.

2.8.1. Billeting. Alpha standby crews will stay in PAFB billeting. The Central Schedulers will coordinate billeting rooms as soon as possible after the requirement is identified.

2.9. Standby/Alert Tasking. Alpha, Bravo and Charlie standby, and alerts will be directed only by HHQ 18 AF, AMC, TACC, etc. Squadrons will not independently authorize the use of Alpha, Bravo, and Charlie alerts. During wing exercises, the 43 OG/CC may authorize the use of Alpha and/or Bravo alert postures.

2.10. Off Station Trainer (OST) Procedures. There are nine approved templates for OST designed to optimize opportunities for the completion of currency events and continuation/upgrade training. These pre-approved profiles contain destinations, which streamline the planning process for OSTs.

2.10.1. The squadron DO of the unit flying the OST must ensure the bases listed on the profile are open and usable and must contact the units for interfly opportunities. Any significant modifications, changes in location etc., to the profiles will require 43 OG/CC and 43 AW/CC approval. Profiles may be flown single ship or in formation. These missions typically occur over the weekend and should be planned to depart Friday and recover Monday.

2.10.2. Timeline. All OST requests will be sent to the 43 OG/CC NLT 5 days prior to when it is required by the 18 AF/DO. IAW AMCI 11-208, *Tanker/Airlift Operations* (para 8.4), most OST requests must be to the 18 AF/DO NLT 10 days prior to the event. If the event involves other services or governments, it must be to the 18 AF/DO NLT 15 days prior to the event. Even though the 43 AW has nine pre-approved OSTs, planning should begin as early as possible. This allows time for approval/notification to ensure it is included on the HFS.

2.10.3. OST coordination. The request will reference the selected profile by name, identify the aircrew, date specifics, coordinated training events, and actual times along with any recommended changes to the baseline. The changes from the pre-approved template must be clearly stated in the request. The request should be sent electronically from the flying squadron commander (CC) (or his designated representative) to the 43 OG/CC or 43 OG/CD with a courtesy copy to send to the 43 OSS/DO, 43 OSS/CC, and 43 OSS/OSO.

2.11. Request for Flyovers/Aerial Events. The 43 AW takes part in aerial events to keep the public and military informed of preparedness, to demonstrate weapon systems, and to promote good community and international relationships. Public flyovers will be approved only for events such as dedications of airports, aviation shows, expositions and air fairs, civic events that contribute to public knowledge of Armed Forces aviation equipment and capabilities, etc. A complete listing of events, coordination and approval levels for these events can be found in AFI 11-209, *Air Force Participation in Aerial Events* and AFI 11-209/AMC 1, *Air Force Participation in Aerial Events*.

2.12. Static Displays. Static displays are the preferred method of Air Force participation in public events and community relations programs. Requests from non-PAFB organizations will be routed through 43 AW/PA then to the 43 OG/CC and 43 MXG/CC for consideration. Requests from organizations on PAFB should be routed IAW paragraph [2.12.3](#).

2.12.1. Off Station Static Display Process. The following process has been developed to better track air show, fly-by, and static display requests of the 43 AW aircraft for off station missions:

2.12.1.1. 43 AW Public Affairs (PA) receives request.

2.12.1.2. PA sends a copy of the request to 43 OG/CC and 43 MXG/CC.

2.12.1.3. The 43 OG/CC and 43 MXG/CC approves/disapproves the request based on available aircraft/crews to support.

2.12.1.4. All approved requests are sent to 43 OSS/OSO and 43 MOS/PS&D.

2.12.1.5. The Airlift Scheduler will forward a copy of the request to a tasked squadron.

2.12.1.6. The flying squadrons will assign a Point of Contact (POC) and pass this to the Airlift Scheduler. If the squadron is unable to support the event, the Central Scheduler will immediately notify the Airlift Scheduler.

2.12.1.7. The Airlift Scheduler will inform PA of the status of the requests, i.e. support or non-support.

2.12.1.8. The event will be entered into the 43 Operations Group Schedule of Events.

2.12.2. The Airlift Scheduler is responsible for the initial coordination and planning of the event. Coordination may require formal correspondence outside of the 43 AW. Once the information is provided to the squadron, that squadron will assume responsibility for all coordination and planning.

2.12.3. Local Static Displays Process. All requests originating from 43 OG units will be coordinated through the Airlift Scheduler. Requests from other 43 AW/PAFB tenant organizations for static displays will be coordinated as follows:

2.12.3.1. PA receives request.

2.12.3.2. PA sends a copy of the request to the 43 OG/CC and 43 MXG/CC.

2.12.3.3. The 43 OG/CC and 43 MXG/CC approves/disapproves the request based on availability of aircraft/crews.

2.12.3.4. Validated/approved requests will be sent to the Airlift Scheduler for processing.

2.12.3.5. The Airlift Scheduler and 43 MOS/PS&D will project availability of aircrew and aircraft to support the request.

2.12.3.6. If unable to fulfill the request, the Airlift Scheduler will notify the requester immediately.

2.12.3.7. If able to fulfill the request, the Airlift Scheduler will notify the requester immediately and coordinates with the flying squadrons if aircrew members are needed.

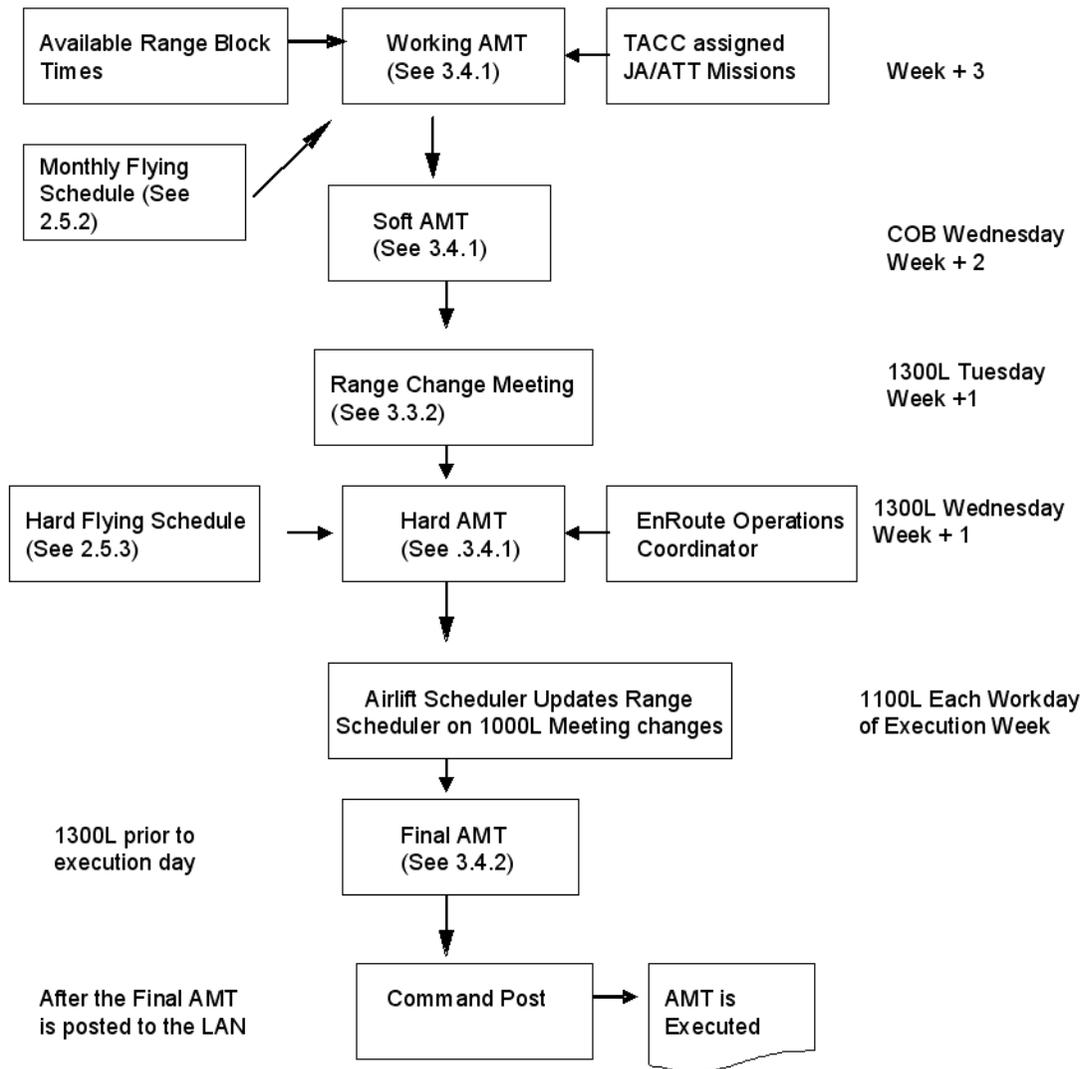
2.12.3.8. The Airlift Scheduler will annotate the flying schedule and confirm the time, configuration, and parking spot.

2.13. Electronic Combat Range and Chaff/Flares. (See [Attachment 5](#))

3. Range Scheduling.

3.1. General. The Range Scheduler is responsible for preparing soft, hard, and final AMTs for the use of R-5311 and the MacKall Army Airfield facilities. Uses of R-5311 and the MacKall Army Airfield facilities include JA/ATTs missions, range blocks, unilateral training, exercises, and contingency training.

Figure 3. Flowchart of Working AMT through Executed AMT.



3.2. Range Scheduler Duties.

3.2.1. During Week + 3 the Range Scheduler:

3.2.1.1. Prepares for AMT by gathering and reviewing JA/ATT missions, range blocks, Monthly Flying Schedule, range requests, and other tasking documents. (**NOTE:** When requested by the 43 OG/GLO, Range Scheduler will include SAAM missions out-loading from PAFB to ensure visibility of additional workload).

- 3.2.1.2. Builds the Soft Schedule using information gathered.
- 3.2.1.3. Deconflict users based on the priority list provided by the 43 OG/GLO.
- 3.2.2. During Week + 2 the Range Scheduler:
 - 3.2.2.1. Ensures Soft AMT is available on the LAN NLT Wednesday COB and it is emailed to all non-PAFB users affected by the AMT. (\\43og_server1\amt)
 - 3.2.2.2. Coordinates with the Airlift Schedulers on drop/landing zone issues (ranges, range block times, fire truck requirements, etc.).
 - 3.2.2.3. Coordinates changes to the AMT with all affected users.
 - 3.2.2.4. Reviews AMT to ensure there are no conflicts (takeoffs, landings, range times, etc.) between the flying units.
- 3.2.3. During Week + 1 the Range Scheduler:
 - 3.2.3.1. Conducts the Range Change Meeting on Tuesday at 1300L.
 - 3.2.3.2. Ensures Hard AMT available on LAN NLT Wednesday 1300L and emails it to all non-PAFB users affected by the AMT. (\\43og_server1\amt)
 - 3.2.3.3. Coordinates mission essential changes with necessary offices.
 - 3.2.3.4. Checks with enroute Operations Coordinator to ensure position/deposition times are correct.
- 3.2.4. During Execution Week the Range Scheduler:
 - 3.2.4.1. Verifies with the Airlift Scheduler the accuracy of the Final AMT and Final Flying Schedule and corrects any discrepancies.
 - 3.2.4.2. Posts final AMT to the LAN [(\\43og_server1\amt)] NLT 1330L and emails it to all non-PAFB users affected by the AMT. If the LAN is unavailable, 43 OSS/OSO will ensure all required agencies receive a paper copy.
 - 3.2.4.3. Any typographical errors requiring changes after the final AMT is posted will be reflected in a range error or oversight change sheet. The oversight change sheet will be hand carried to 43 AW/CP.
- 3.3. Meeting and Schedule Input Deadlines.
 - 3.3.1. Scheduling Input Deadlines. Inputs are due to the 43 OSS/OSOS by COB Thursday, 3 weeks prior to the week of execution (which starts on a Monday).
 - 3.3.2. Range Changes Meeting. The meeting is held at 1300L on Tuesday, one-week prior to execution. The meeting is held to incorporate final changes before publishing the hard AMT schedule. The Range Scheduler will chair the meeting. Members of the Range Change Meeting include, Range Control, PAFB Fire Department, 21st Special Tactics Squadron, and other Army and Air Force representatives.
- 3.4. Scheduling Products. The AMT schedule is published and distributed when the schedule goes Soft, Hard, and final only. Which ensures only one version of the schedule is available.

3.4.1. The Soft and Hard AMT Schedule. The weekly soft AMT schedule is published by COB Wednesday 2 weeks prior to the execution week. The Hard AMT is published on Wednesday at 1330L the following week. After the hard schedule is published and distributed all changes must be made on 43 OG Form 2408, **Hard AMT Change Sheet** (POC: 43 OSS/OSO). The deadline for change request to the hard AMT is by COB two working days prior to day of mission

3.4.2. The Final AMT. The Final AMT is published the day prior to the mission and distributed at 1330L. Range Schedulers will not approve any requests to change the AMT schedule the day prior to the mission. Once the AMT is finalized, it's given to 43 AW/CP for execution. On the day of execution, 43 AW/CP will accept request for changes to the mission beginning at crew show time. (**NOTE:** Command post may or may not approve requests.)

3.4.3. Weekend and Holiday Operations. The weekend, down days, and holiday schedules will be published on the last workday of the week at 1330L.

4. Enroute Operations Scheduling. This section establishes the day-to-day procedures for enroute Operations Scheduling. It also provides base agencies with information to support transient aircraft and their missions at PAFB.

4.1. General. The Enroute Operations Coordinator (43 OG/OGJX) is responsible for coordinating and publishing the daily and weekly transient aircraft schedules and forecast documents for all missions (SAAMs, JA/ATTs, exercise operations etc...) operating in and out of PAFB. The coordinator integrates schedule information into a weekly outload slide presentation for group and wing standup as well as the Outload Working Group to ensure complete visibility of all missions to base support agencies.

4.2. Enroute Operations Coordinator responsibilities include, but not limited to the following:

4.2.1. Coordinate airfield restrictions (SAAAR) that may affect enroute Operations.

4.2.2. Missions on the PAFB AMT will be coordinated with the Range Scheduler for accuracy.

4.2.3. Coordinate and post the daily Transient Flying Schedule to the LAN \\43og_server6\trans_sched.

4.2.4. Briefs the 43 OG/CDJ, as necessary.

4.2.5. Coordinates changes to the schedule with appropriate offices (43 AW/CP, Maintenance Operations Center [MOC], Air Transportation Operations Center [ATOC] etc.).

4.2.6. Coordinates, schedules and manages all Green ramp, Red ramp, and Yellow ramp parking (use of these ramps must be coordinated through 43 OG/OGJX).

4.2.7. Coordinates parking with appropriate agencies (Transient Alert [TA], 743 AMXS).

4.2.8. Manage base PPR Tracker Program.

4.3. Meetings. The enroute Operations Scheduler is responsible for providing the Outload slides and/or attending the following meetings:

4.3.1. 43 OG Stand-up held every Tuesday at 1000L in the 43 OG conference room. Coordinate the Outload slides with 43 OSS/OSO for the 43 OG Standup NLT 0900 each Tuesday.

4.3.2. MSM every Thursday at 0930L in the 43 OG conference room.

4.3.3. PAFB Outload Working Group every Monday at 1400L in the 43 OG conference room.

5. JA/ATT Scheduling. This section establishes procedures for the JA/ATT Program Manager and provides base agencies with submission timeline criteria.

5.1. General. The JA/ATT Program Manager resides in 43 OSS and is the primary point of contact for all 43 AW JA/ATT issues. The JA/ATT Program Manager is the executive agent for the 43 OG/CC and manages the 43 AW JA/ATT program.

5.2. Planning Guidelines. The JA/ATT capability of the 43 AW varies depending on deployments, exercises, holidays, etc.

5.2.1. The normal 43 AW JA/ATT capability is five aircraft per day. During 43 AW Air Expeditionary Force (AEF) commitments, this capability is reduced IAW the Aircraft/Aircrew Tasking System.

5.2.2. The 43 AW JA/ATT flying hour program is based on an average sortie duration of 4.0 hours.

5.3. Pre JA/ATT Conference Coordination. Prior to attending the JA/ATT conference the Program Manager will review available mission requests on the JA/ATT web site

<http://jaatt.scott.af.mil/Login.asp>. The Program Manager will confer with 43 AW flying squadron operations officers and users to develop training priorities. He/she then coordinates with potential users to “pre-buy” 60-80% of 43 AW programmed flying hours. The Program Manager briefs the 43 OG/CC prior to the conference.

5.4. JA/ATT Conference. The scheduling process for JA/ATT missions begins with the periodic JA/ATT planning conference held every 2 months.

5.4.1. Representatives from 43 OSS and enroute Operations attend the conference, with a “wish list” of mission types coordinated through the flying squadron DOs, and the “pre-buy” missions from various JA/ATT users. The primary goal of this conference is to “purchase” JA/ATT missions that will maximize training opportunities while meeting the requirements of the flying hour program.

5.4.2. Upon conference completion, the TACC uploads the final contract information onto the JA/ATT home page and publishes the Annex C.

5.5. Assigning JA/ATTs:

5.5.1. 43 OSS/OSO will divide JA/ATT missions between the two 43 AW flying squadrons based on flying hours, aircraft availability, and the 12-hour maintenance window. CAPSTONE and Large Package Week (LPW) missions will normally alternate between 43 AW flying squadrons. These missions will be incorporated into the Quarterly/Monthly Flying schedules on the LAN.

5.5.2. The flying squadron scheduling offices should download copies of the Annex C should be downloaded from the JA/ATT homepage <http://jaatt.scott.af.mil/Login.asp>. The JA/ATT Program Manager keeps a master copy of every Annex C in 43 AW and updates this master with any additions, changes, or notes pertaining to specific missions. The Airlift Schedulers ensure the latest information is passed to the Central Schedulers and PS&D as soon as possible, but NLT Tuesday 1430 Week + 2 Planning Meeting.

5.5.3. Flying squadrons will provide the program manager with their point of contact for all significant JA/ATTs (CAPSTONE, Department of Defense [DoD] Airshows, etc.) NLT 30 days prior to mission execution. (**NOTE:** AFI's, AMCI's and PAFBI's may require point of contact information earlier than 30 days prior to mission execution.) The Program Manager will ensure the Mission Commander has all information required to successfully plan and execute the mission.

5.6. JA/ATT Add-ons. Missions added to the schedule after the JA/ATT Conference will be coordinated through the JA/ATT Program Manager and the flying squadron DO. The 43 OG/CC is the final approval authority for all "over-commitments."

5.7. JA/ATT Mission Planning. Primary mission planning responsibility for 6-ship missions and smaller rests with the designated 43 AW flying squadron mission commander. JA/ATT missions requiring 7 or more aircraft are designated significant JA/ATTs. Significant JA/ATT's require an O-6 Mission commander in accordance with AMC OPORD 17-76, *Joint Airborne/Air Transportability Training*. 43 OSS/OSKT will provide the planning cell for the 43 AW significant JA/ATT mission commander.

5.8. JA/ATT After Action Inputs.

5.8.1. Aircraft Commander Responsibilities: Each aircraft commander will detail the effectiveness of each JA/ATT mission on the 43 OG Form 1, **Mission Information Form**. (POC: 43 OG/OGV). The identified Mission Commander (MC) is ultimately responsible to ensure this information is provided.

5.8.2. Significant JA/ATT Mission Commander Responsibilities: In addition to an after actions report, Significant JA/ATT Mission Commanders normally complete a daily Situation Report (SITREP) identifying events accomplished, upcoming events, and issues/concerns.

6. Flying Hour Program. This section establishes procedures for the Flying Hour Program and provides base agencies with submission timeline criteria.

6.1. General. The Flying Hour Program is a HQ AMC program designed to track and manage flying hours in accordance with AFI 11-101, *Management Reports on the Flying Hour Program*, AFI 11-401, *Flight Management*, AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*, and AFI 21-101, *Aerospace Equipment Maintenance Management* and AMC Sup1.

6.2. Flying Hour Verification Procedures. The source document for flying hours is the AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**. Flying hours flown are reported officially to HQ AMC through GO81. 43 AMXS Maintenance Debrief section is responsible for the accuracy of flying hour data in GO81.

6.2.1. Daily, NLT COB Maintenance Debrief will verify the accuracy of all sorties loaded that day. Weekly, NLT Monday, each Maintenance Debrief and Flying Squadron's Flight Records section will reconcile flying hours and the accuracy of mission symbols for the previous week. Maintenance Debrief will correct discrepancies in G081. The applicable Flight Records Section will correct discrepancies noted on the AFTO Form 781.

6.2.2. The Flying Hours Program Manager will monitor the annual flying hours to ensure the 43 AW remains within the funded number of flying hours.

6.2.3. Each Maintenance Debrief section will forward their flying hours to 43 OSS/OSO NLT 0830L each workday.

6.2.4. Air Force Operational Requirements Management System (AFORMS) and Maintenance Debrief sections will reconcile fling hour information on a weekly basis.

6.3. Flying Hour Program Manager. Serves as the focal point for the 43 AW flying hour program. The Flying Hour Program Manager (normally the 43 OSS/OSO Flight Commander) will meet with the 43 OG/CC and 43 MXG/CC (or designated representatives) to develop a plan to utilize the allotted flying hours. The Flying Hour Program Manager will assign both flying squadrons their portion of the wing's flying hours. Once the plan has been approved by the 43 OG/CC and 43 MXG/CC, flying squadron commanders are responsible for execution of their respective flying hour programs.

6.4. Flying Hours Breakdown.

6.4.1. The Flying Hours Plan. The Flying Hour Program Manager will forward the fiscal year flying hour breakdown to 43 MOS/PS&D for coordination as soon as available but NLT 20 Aug of each year. The plan will account for holidays, scheduled deployments and exercises, and other designated non-flying days (e.g. 43 OG training days, etc). NLT 2 weeks prior to the new fiscal year, the Flying Hours Program Manager will brief the next year's flying hour plan to the 43 OG/CC and 43 MXG/CC.).

6.4.1.1. The annual flying hour program is broken into Test, Training and Ferry (TTF), JA/ATT, and Transportation Working Capital Fund (TWCF) flying hours. Each day, the wing may be tasked to produce up to 65% of our Primary Aircraft Authorized (PAA) (See AMCI 10-202 Vol. 6, *Mission Reliability Reporting System* [para. 10.4]).

6.4.1.2. TWCF. This is our "contract" with the TACC to produce up to 7 aircraft per day. This number can be increased up to 10 in a "surge" with AMC/DO or AMC/CV approval (see AMC's Aircrew/Aircraft Tasking System [AATS] Concept of Operations [CONOPS] for specific details). This contract is subject to change due to Operations Tempo (OPSTEMPO), contingencies, etc.

6.4.1.3. TTF and JA/ATT. This is our "Training Fence." The TACC, by contract, allows our wing to fly up to 11 (TTF and JA/ATT combined) lines a day. This contract is subject to change due to OPSTEMPO, contingencies, etc.

6.4.2. In accordance with AMC's AATS CONOPS, PAFBs standard airframe contract and planned training fence with the TACC is:

	JA/ATT	TTF	TWCF
Normal	5	6	7
AEF Buildup (30 days prior)	2	6	7
AEF Deployment (14 days prior)	2	6	0
AEF Employment	2	6	10
Reconstitution (60 days after)	4	6	4

6.4.2.1. IAW the AATS CONOPS each squadron should be prepared to produce 10 aircrews every Monday - Thursday. On Fridays, evening flying is normally minimized and one squadron may fly an off-station trainer (OST).

6.4.2.2. 43 OSS/OSO will attempt to minimize non-TWCF weekend flying.

6.4.2.3. When a flying squadron has a 43 OG/CC approved training day or other event (change of command, etc), 43 OSS/OSO will attempt to minimize sorties for that flying squadron.

6.4.2.4. BASH Phase II Operations. Due to increased wildlife and migratory bird activity from 1 Sep – 30 Nov, PAFB makes every effort to not schedule takeoffs, landings, and low levels operations from +/- one hour of sunrise and sunset. (See PAFB SPLAN 91-212)

6.5. Training Inputs.

6.5.1. 43 OSS/OST will inform Squadron training sections of their training requirement status. Training requirements are posted daily to the LAN. \\43og_server1\43 OG INTRANET\Flight-Records\ACT-TRP.htm.

6.5.2. Training requirements may necessitate a change to the monthly flying schedule. 43 OSS/OSO will adjust the flying schedule, based on inputs from the flying squadron DOs. 43 OSS/OST will inform Squadron training sections of their training requirement status. Training requirements are posted daily to the LAN. (\\43og_server1\43 OG INTRANET\Flight-Records\ACT-TRP.htm)

7. Operating Policies. This section establishes the 43 AW/CC standard operating procedures.

7.1. Aircraft Configurations.

7.1.1. Fuel Configurations. For unilateral training missions, aircraft should be configured with 36K on fuel (8K – each outboard, 7K – each inboard, 3K – each auxiliary, 0 – each external). For assault training missions, the aircraft should be configured with 36K with no fuel in the externals and maximum fuel in the auxiliary tanks.

7.1.2. Cargo Configurations. In accordance with AFI 11-2C-130 V3 Addendum A, *C-130 Operations Configuration/Mission Planning*, the Airlift Scheduler will annotate the required configuration on the Flying Schedule.

7.1.3. Ballast Pallets. Requests for a ballast pallet should be made at the 43 OG/CD meeting.

7.2. Standardized Air Training Bundle (SATB) usage. Each local tactical trainer aircraft should have one SATB for each route planned. (3 APS will normally supply up to 12 SATBs per day.)

7.3. Actual Equipment. 3 APS will normally supply up to three actual loads (Heavy Equipment or Container Delivery System) three times a week. During significant JA/ATTs (LPW, etc) 3 APS will normally be unable to supply actual loads for 43 AW use on unilateral lines. If unusual circumstances require additional loads (Combat Focus Days, etc), 3 APS can increase the number of actual loads on a case by case basis with advance coordination.

7.4. AES Missions. 43 AES missions are normally scheduled as a three-hour flight, followed by a two-hour ground time, and then a two-hour flight (“3-2-2”). A minimum of a two-hour flight is required for 43 AES training. Ground time can be negotiated on a case-by-case basis with concurrence of the 43 AES/DO, 43 OSS/DO, and 2 AS and 41 AS DOs. These requirements will be included in the monthly schedule and available by the first weekly scheduling meeting proceeding the effective month.

7.5. Support of 43 AW JA/ATT Missions on Green Ramp. Normally 43 MXG maintenance personnel will support a 43 AW JA/ATT mission on Green Ramp. For SIG JA/ATT missions flown by 43 AW aircraft, the 43 MXG/CC may detail maintenance personnel to augment the 743 AMXS.

WINFIELD W. SCOTT III, Brig Gen, USAF
Commander

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

AFI 11-101, *Management Reports on the Flying Hour Program*
AFI 11-2C-130 Vol 3, *C-130 Operations Procedures*
AFI 11-2C-130 Vol 3 Addendum A, *C-130 Operations Configuration/Mission Planning*
AFI 11-209, *Air Force Participation in Aerial Events*
AFI 11-289, *Phoenix Banner, Silver, and Copper Operations*
AFI 11-401, *Flight Management*
AFI 21-101, *Aerospace Equipment Maintenance Management*
AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*
AMCI 10-202 Vol 6, *Mission Reliability Reporting System (MRRS)*
AMCI 11-208, *Tanker/Airlift Operations*
AMC OPORD 17-76, *Joint Airborne/Air Transportability Training*
POPEAFBI 11-250, *Local Flying Operating Procedures*
23 FG OI 11-20, *Scheduling Factors and Procedures*
ACCI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*
PAFB SPLAN 91-212 - *Bird Aircraft Strike Hazard Plan*

Abbreviations and Acronyms

AATS—Aircrew/Aircraft Tasking System
AEF—Air Expeditionary Force
AES—Aeromedical Evacuation Squadron
AFORMS—Air Force Operational Requirements Management System
AFTO—Air Force Training Order
AMC—Air Mobility Command
AMT—Air Movement Table
AMU—Aircraft Maintenance Unit
ASRR—Airfield Suitability and Restrictions Report
AW—Airlift Wing
BASH—Bird Aircraft Strike Hazard
C2IPS—Command and Control Information Processing System

CC—Commander
CDJ—Deputy Commander
COB—Close of Business (Normally 1630L)
CONOPS—Concept of Operations
CP—Command Post
DCBECR—Dare County Bombing and Electronic Combat Range
DIP—Diplomatic Clearance
DO—Director of Operations
DS—Director of Staff
DZ—Designated Zone
EAP—Emergency Actions Procedures
ECM—Electronic Counter Measures
FCG—Foreign Clearance Guide
FS—Fighter Squadron
GDSS—Global Decision Support System
GLO—Group Liaison Officer
HFS—Hard Flying Schedule
HHQ—Higher headquarters
IFR—Instrument Flight Rules
JA/ATT—Joint Airborne/Air Transportability Training
JCS—Joint Chiefs of Staff.
LAN—Local Area Network
LPW—Large Package Week
MC—Mission Commander
MOC—Maintenance Operations Center
MSL—Mean Sea Level
MSM—Mission Scheduling Meeting
MXG—Maintenance Group
NLT—No Later Than
OG—Operations Group
OGJ—Enroute Operations Section
OPORD—Operational Order

OPSTEMPO—Operations Tempo
OSKT—Training Flight
OSO—Current Operations flight
OSOR—Range Schedulers
OSS—Operations Support Squadron
OST—Off Station Trainers
PS & D—Plans and Scheduling
PA—Public Affairs
PAA—Primary Aircraft Authorized
PAFB—Pope Air Force Base
POC—Point of Contact
PPR—Prior Permission Request
SAAAR—Special Airfield Airspace Advisories and Restrictions
SAAM—Special Assignment Airlift Mission
SATB—Standardized Air Training Bundle
SITREP—Situation Report
TA—Transient Alert
TACC—Tanker Airlift Control Center
TDY—Temporary Duty
TOT—Time on Target
TTF—Test, Training and Ferry
TWCF—Transportation Working Capital Fund

Terms

12-hour maintenance window—The amount of time from when the last aircraft lands until the first aircraft takes off the following day (12 hours are desired). Allows maintenance a sufficiently time to prepare aircraft for the next day's operations.

Aircrew/Aircraft Tasking System (AATS) CONOPS—AMC's concept of operations for allocating its aircrews and aircraft.

Airlift Scheduler—The 43 OSS Current Operations Scheduler.

Air Movement Table (AMT)—The AMT is the single source document used to deconflict USAF operations into R-5311 and the MacKall Army Airfield facilities. The AMT is managed, published, and distributed by 43 OSS/OSOR. All local flying units and Transient Aircrews interfacing with enroute operations at PAFB use the AMT.

AMC OPORD 17-76—The governing guidance for all JA/ATT missions.

Annex C to AMC OPORD 17-76—A listing of validated JA/ATT missions. Once AMC validates a mission at the JA/ATT conference, it becomes a JA/ATT “contract.” The JA/ATT Annex C contains a mission overview. It includes the user, POC, wing, dates, scheduled hours, mission number, planned events, itinerary, and other pertinent planning information. Both the wing supporting the mission and the user must approve changes to Annex C.

Airfield Suitability and Restrictions Report (ASRR)—The ASRR is a detailed report outlining the capabilities and suitability of an airfield to support airlift operations.

Bird Aircraft Strike Hazard (BASH) Phase II Operations—Due to increased wildlife and migratory bird activity from 1 Sep – 30 Nov, PAFB makes every effort not to schedule takeoffs, landings, and low-level flight operations from +/- one hour of sunrise and sunset. (See PAFB SPLAN 91-212)

Bean Count—The information the Airlift Scheduler sends to the TACC each day containing the number of aircraft the 43 AW plans to fly for the next 7 days.

CAPSTONE—A Chairman, Joint Chiefs of Staff familiarization mission for new General officers from all services and selected senior civilian leaders. Demonstrates the capabilities of the Army and Air Force.

Central Scheduler—The flying squadron’s executing scheduler.

Command and Control Information Processing System (C2IPS) —AMC’s primary automated command and control system designed to support unit level mission monitoring functions. Messages transmitted from C2IPS nodes update Global Decision Support System (GDSS) as well as other C2IPS nodes.

Command Post—The 43 AW Command Post (43 AW/CP). Command Post serves as base focal point for C2, assists the commander and staff in managing resources, coordinates unit readiness and response, coordinates unit operations in support of their assigned mission, and implements the unit’s Emergency Actions Procedures (EAP).

Enroute Operations Coordinator—The scheduler who is responsible for preparing daily and weekly schedules and forecast documents for various types of missions, including SAAMs, channel missions, JCS exercises, JA/ATTs, and contingency operations flown by units other than the 43 AW.

Execution Week—The Saturday – Friday when the Airlift Scheduler is executing his/her planned schedule.

Final AMT—The daily AMT after changes incorporated. The Final AMT is normally posted daily, Monday through Friday, NLT 1330L for the next day’s operations into R-5311 and MacKall Army Airfield. Friday’s Final AMT includes operations for Saturday, Sunday, and Monday. (\\43og_server1\Current Ops Schedule\AMT\Final AMT's).

Final Flying Schedule—The daily 43 AW Flying Schedule with changes incorporated. The Final Flying Schedule is normally posted daily, Monday through Friday, NLT 1500L for the next day’s flying operations. Friday’s final AMT includes flying operations for Saturday, Sunday, and Monday. (\\43OG_SERVER1\Curr_ops Sch\Daily final).

Flying squadrons—The 2nd and 41st Airlift Squadrons (2 AS and 41 AS).

Frag—The fragmentation order; a synopsis of the mission details.

Global Decision Support System (GDSS)—A Command and Control automated system supporting the TACC’s execution authority for effective mission management. GDSS provides the AMC staff accurate,

near real-time data required for making decisions concerning the deployment and employment of AMC resources.

GO-81—Maintenance computer system interface to update flying hours.

Hard Flying Schedule (HFS)—A planned weekly flying schedule after the 43 AW/CC, 43 OG/CC, and 43 MXG/CC sign it following the Thursday MSM of the week prior to execution. 43 OSS/OSO will publish the HFS not later than 1300 on Thursdays of the week prior to the execution. The HFS is posted on the LAN (\\43OG_SERVER1\Current_Ops Schedule\Weekly Hard). Once posted on the LAN the HFS is used as a point of reference and is not changed. Changes to the HFS are tracked and incorporated on the Updated HFS.

Hard AMT—Planned weekly schedule for missions transiting R-5311 and MacKall Army Airfield. Normally posted after 1300L Wednesday of the week prior to execution (\\43og_server1\Current Ops Schedule\AMT\Hard AMT's\).

In Execution—A mission is considered in execution after the final schedules have been posted (NLT 1530L on the preceding day). 43 AW/CP has ownership of all missions in execution. Once the aircrew shows for a mission, 43 AW/CP will obtain approval of all requested changes verbally.

JA/ATT Program Manager—The 43 OSS person responsible for procuring JA/ATT missions.

Joint Civilian Orientation Course (JCOC)—A familiarization course for DoD-level civilians in national-level jobs.

Joint Airborne/Air Transportability Training (JA/ATT)—The JA/ATT Program is an Air Mobility Command funded program designed to provide basic airborne and proficiency/continuation training in a joint environment. JA/ATT missions offer the units involved in AMC missions, an opportunity to jointly develop knowledge, procedures, and proficiency in airdrop and air assault operations. Mission types include airdrop, air assault, aircraft static load training, and service school support.

Large Package Week (LPW)—A large exercise conducted on a recurring basis to validate that the 82nd ABN strategic ready brigade is ready to assume their worldwide alert status.

Mission Operating Directive (MOD)—It is the mission-tasking directive from the TACC.

Off-Station Trainer (OST)—A unilateral training mission remaining off-station (away from PAFB) requiring an over night stay.

PAFB Daily Flying Summary—A daily summary outlining the flying activities for PAFB produced by 43 OSS/OSO.

R-5311—Restricted Area R-5311. It is a restricted area controlled by Ft. Bragg where most drop zones used by the 43 AW are located.

Range Scheduler—A member of 43 OSS/OSOR who is responsible for R-5311 issues.

Red Line Change—A change not requiring a 43 OG Form 2407 made by 43 AW/CP.

Significant JA/ATT—Any operation that uses 7 or more airframes (not including KC-10s) to complete a mission.

Soft Flying Schedule—Planned weekly Flying schedule Week + 2 to execution. Prior to the OG/CD meeting, the Soft Flying Schedule will include projected tail numbers. The Soft Flying Schedule becomes the HFS at 1300L after the 43 AW/CC, 43 OG/CC, and 43 MXG/CC sign it at the Thursday Mission

Scheduling Meeting of the week prior to execution. The Soft Flying Schedule is posted on the LAN (\\43og_server1\Current Ops Schedule\Wing flying schedule\Weekly soft-).

Soft AMT—Planned weekly AMT schedule Week + 2/3 to execution. The Soft AMT becomes the Hard AMT after 1300L Wednesday of the week prior to execution (\\43og_server1\Current Ops Schedule\AMT\Soft AMTs).

Sortie Surge—A remark annotated in the A-10 flying schedule in accordance with ACCI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*. During a sortie surge, the A-10 squadron(s) is attempting to maximize the number of sorties generated during a 12-hour takeoff window. The A-10 schedule will only reflect the first sortie takeoff/landing times even though the planes will turn to as many other sorties as possible during the 12-hour takeoff window.

Spare Aircraft—Additional aircraft designated on the flying schedule to back up one or more scheduled sorties. Each spare aircraft will be preflighted by maintenance prior to the crew showing for the first sortie of the day.

Special Airfield Airspace Advisories and Restrictions (SAAAR) —Restrictions, which affect aircraft movement at PAFB (See [Attachment 2](#)).

Special Assignment Airlift Missions (SAAM)—Missions generated by HHQ, which are funded by the user agency.

Tanker Airlift Control Center (TACC)—The functional name for the highest level in the AMC C2 system providing centralized command and control of AMC assigned, operated, and gained forces. This agency serves as the central execution agency for determining and tasking all AMC operational and mission requirements. The TACC is a direct reporting unit to AMC.

Transient Flying Schedule —The schedule created by the enroute Operations Coordinator. It contains all transient aircraft and local JA/ATT missions.

Test, Training, and Ferry (TTF) —These are unilateral training lines and are paid for by wing flying training funding.

Transportation Working Capital Fund (TWCF)—The fund used to pay for HHQ missions. Also, it refers to those missions the fund pays for.

Updated Hard Flying Schedule —The Updated HFS is the Weekly HFS with approved changes incorporated. It is posted on the LAN (\\43og_server1\Current Ops Schedule\Wing flying schedule\Updated Hard).

Week + 1 or 2—The Saturday – Friday one or two weeks prior to execution.

Attachment 2

SPECIAL AIRFIELD AIRSPACE ADVISORIES AND RESTRICTIONS (SAAAR)

43 OSS/OSO will act as the office of primary responsibility for all SAAAR requests. (See PAFBI 11-250, para 2.9)

The following categories are the defined SAAAR at PAFB:

SAAAR DEFINITION

A Airfield is closed to all aircraft. No power units, engine runs, starts, or taxis are authorized. (USAF Recognized Quiet Hours)

B Only power units and GTC/APU are allowed. No engine runs, starts, or taxis allowed. The airfield is closed.

C Restricted Operations. Requested restrictions will be written in by the requester and modified through coordination before final approval. All ceremonial events located off PAFB will be considered as SAAAR level C.

The process:

Submit written requests NLT the three weeks prior for all SAAAR levels. Include the nature of the restriction, a point of contact, and a telephone number. All Army requests must go through Simmons Army Airfield, and require an O-6 or above signature. Requests must meet criteria and contain the information listed above or the request can be denied.

Time allotments for all SAAAR levels should be limited to 30 minutes to the maximum extent possible.

Restrictions for change of command/retirement ceremonies are normally only granted for an O-6 or above. All other requests for activities on PAFB will be considered on a case-by-case basis.

All ceremonial events located off PAFB will be considered for SAAAR level "C" only.

Special Airfield Airspace Advisories and Restrictions (SAAAR)

REQUEST	ID # _____
TYPE:	
UTM Coord:	
DATE:	ALTITUDE:
TIME	RADIUS:
LOCATION:	POC PHONE & FAX NUMBER:
UNIT & POC:	Date Received by OSO:
REMARKS:	

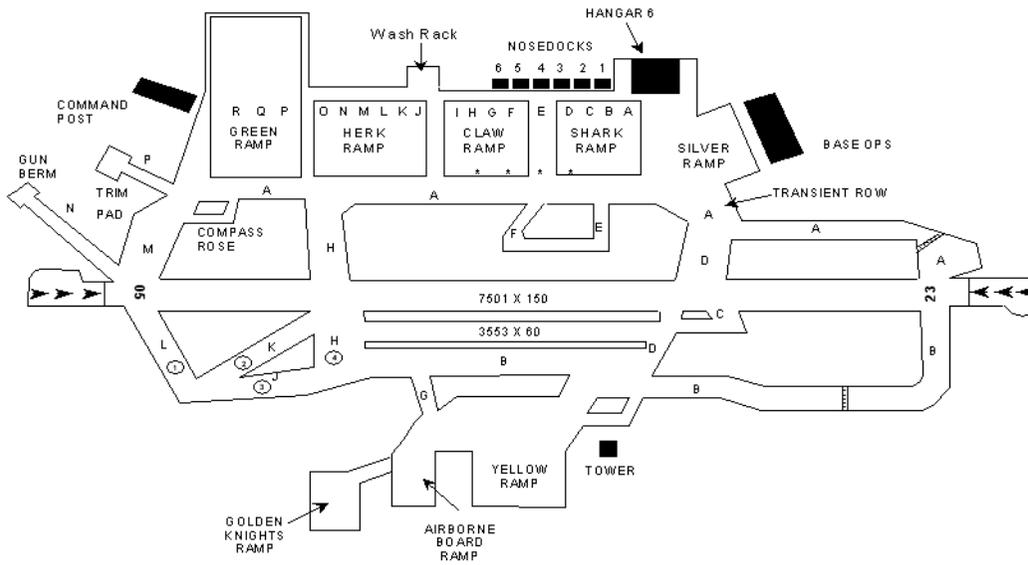
LEVEL

A - Airfield is closed to all aircraft. No power units, engine runs, starts, or taxis are authorized. (USAF Recognized Quiet Hours)

B - Only power units and GTC/APU are allowed. No engine runs, starts, or taxis are allowed. The airfield is closed. (Safety measure for paratroop operations on Pope AFB)

C - Restricted Operations.

Figure A2.1. SAAAR Chart.



Coordination:

- 43 OSS/OSO: _____ **Remarks:** _____ Date/Time _____
- 43 OSS/OSAT: _____ **Remarks:** _____ Date/Time _____
- 43 OSS/OSAA: _____ **Remarks:** _____ Date/Time _____
- 427 SOS: _____ **Remarks:** _____ Date/Time _____
- 23 OSS/OSO: _____ **Remarks:** _____ Date/Time _____
- 43 OG/OGJ: _____ **Remarks:** _____ Date/Time _____
- 43 OSS/DO: _____ **Remarks:** _____ Date/Time _____
- 43 OSS/CC: _____ **Remarks:** _____ Date/Time _____

APPROVED/DISAPPROVED

WILLIAM J. CHANGOSE, Colonel, USAF
Commander, 43d Operations Group

NOTIFICATION _____ 43 AW/CP _____ 43 OSS/OSOS _____ 23 OSS/OSO _____
43 OG/OGJ _____ 43 OSS/OSOR _____ 427 SOS _____
43 OG/2 AS _____ 43 OSS/OSAA _____ Simmons AAF _____
43 OG/41 AS _____ 43 OSS/OSAT _____ FAY ATCT _____
43 MSG/3 APS _____ GOLDEN KNIGHTS _____
Requester _____

43 OSS/OSO/Mr. Owen / Mr. Horace 4-7383

Attachment 3

43 OG FORM 2407 PROCEDURES

A3.1. Submitting Changes to the Hard-Flying Schedule.

A3.1.1. The HFS is published and effective each Thursday at 1300 after it is reviewed at the Thursday morning MSM. A 43 OG Form 2407 is required for any change to the HFS made prior to the mission execution phase (see para 3.1.) which includes additions, cancellations, changes to takeoff/land times greater than 15 minutes, or requirement changes to LOX, fuel or configurations. 43 OG Form 2407's are due NLT the end of the shift of the person initiating the 43 OG Form 2407, even when proposed in the mission execution phase.

A3.1.2. The single point of contact for 43 OG Form 2407's is Current Operations for the Operations Group and PS & D for the Maintenance Group

A3.1.3. The organization requesting the change to the HFS initiates the 43 OG Form 2407. The requester completes the applicable 41 AMU or 2 AMU sections of the 43 OG Form 2407, depending on the crew/tail numbers involved, and forwards it to the applicable agencies identified in paragraphs A3.2.1.1. or A3.3.2.1.

A3.1.4. The mission execution phase of the day's flying schedule starts after first crew show for the current day's scheduled flying window and ends when the last local mission lands or last take-off, whichever happens last. 43 OG Form 2407s are not required in the mission execution phase of the day's flying schedule for changes to the printed takeoff or landing of 15 minutes or less, nor for changes of aircrew names, ranges, or airspace. However, additions and cancellations of a HFS mission require a 43 OG Form 2407 at all times, even in the mission execution phase, in order to keep accurate aircraft flying data. In the cases of additions and cancellations in the mission execution phase, the person initiating the change completes the 43 OG Form 2407 by the end of their shift.

A3.2. Changes During Duty Hours (0700-1530).

A3.2.1. The duty-hour approval process is as follows:

A3.2.1.1. When the Maintenance Group initiates a 43 OG Form 2407, PS & D sends the 43 OG Form 2407, approved by the designated approval authority (43 AMXS Maintenance Operations Officer/ Superintendent or applicable AMU Production Supervisor) to Current Operations. Current Operations approves or disapproves the 43 OG Form 2407 and sends it back to PS & D. If approved, PS & D then updates the HFS with the changes and faxes the approved 43 OG Form 2407 to the 41 AMU and 2 AMU Production Supervisors, Maintenance Operations Center (MOC) and following agencies (if approved change is applicable to them):

A3.2.1.1.1. 3 APS/ATOC

A3.2.1.1.2. 3 APS/TRD

A3.2.1.1.3. 43 MXS/MXMM

A3.2.1.1.4. 43 MXS/MXMVE

A3.2.1.1.5. 23 MXS/MXMWKA

A3.2.1.2. Current Operations faxes the approved 2407 to CP, 41 AS, and 2 AS. All fax numbers are available on the bottom of the 43 OG Form 2407. For disapproved changes, PS & D notifies the requester that the change is disapproved.

A3.2.2. When the Operations Group initiates a 2407, Current Operations sends the 2407, approved by the Chief of Current Operations or designated representative, to PS & D who then forwards a copy of the 2407 to each AMU's Production Supervisor. The 43 AMXS Maintenance Operations Officer / Superintendent or applicable Production Supervisor approves or disapproves the changes affecting their aircraft and sends the form back to PS & D. PS & D sends two copies (one from the 2 AMU and one from the 41 AMU) of the original 2407 back to Current Operations. If approved, Current Operations updates the HFS with changes and faxes the approved 2407 to CP, 41 AS, 2 AS, and the following agencies (if approved change is applicable to them):

A3.2.2.1. APS/ATOC

A3.2.2.2. APS/TRD

A3.2.2.3. 23 MXS/MXMWKA

A3.2.3. PS & D faxes the approved 2407 to the 41 AMU Production Supervisors, 2 AMU Production Supervisors, MOC, and if applicable, the 43 MXS Production Supervisors and 43 MXS/MXMVE. All fax numbers are available on the bottom of the 43 OG Form 2407. For disapproved changes, Current Operations notifies the requestor that the change is disapproved

A3.2.4. Problems with proposed 2407s are resolved between Current Operations and the Maintenance Operations Flight Commander.

A3.3. Changes After Duty Hours (1530-0700, weekends, and holidays).

A3.3.1. After the Daily Final Schedule is posted on the LAN (NLT 1500 each day), Operations Group personnel work through the CP and Maintenance Group personnel work through the MOC to initiate a change to the HFS. CP retains all completed 2407s.

A3.3.2. The after duty-hour approval process is as follows:

A3.3.2.1. If Operations Group personnel initiate the 2407, the requestor sends the 2407 to the CP who then gives a copy to the MOC. The MOC forwards a copy of the 2407 to each affected AMU's Production Supervisor. The 43 AMXS Maintenance Operations Officer/Superintendent or applicable Production Supervisor approves or disapproves the changes affecting their aircraft and sends the form back to MOC. MOC gives two copies (one form the 2 AMU and one form the 41 AMU) of the original 2407 to CP. If approved, CP updates the HFS with the changes and faxes the approved 2407 to 41 AS, 2 AS, and the following agencies (if approved change is applicable to them):

A3.3.2.1.1. 3 APS/ATOC

A3.3.2.1.2. 3 APS/TRD

A3.3.2.1.3. 23 MXS/MXMWKA

A3.3.2.2. MOC faxes the approved 2407 to 41 AMU Production Supervisors, 2 AMU Production Supervisors, and, if applicable, 43 MXS Production Supervisors and 43 MXS/MXMVE. All fax

numbers are available on the bottom of the 43 OG Form 2407. For disapproved changes, the CP notifies the requester that the change is disapproved.

A3.3.2.3. If Maintenance Group personnel initiate the 2407, the requestor sends the 2407 to the MOC who then gives a copy of the 2407 to CP. CP forwards a copy of the 2407 to each affected flying squadron. The flying squadrons' duty officers approve or disapprove the changes and send the forms back to CP. CP gives two copies (one from each flying squadron) of the original 2407 back to the MOC. If approved, MOC then updates the HFS with the changes and faxes the approved 2407 to the 41 AMU and 2 AMU Production Supervisors as well as the following agencies (if approved change is applicable to them):

A3.3.2.3.1. APS/ATOC

A3.3.2.3.2. 3 APS/TRD

A3.3.2.3.3. 43 MXS/MXMM

A3.3.2.3.4. 43 MXS/MXMVE

A3.3.2.3.5. 23 MXS/MXMWKA

A3.3.2.4. CP faxes the approved 2407 back to the 41 AS and 2 AS. All fax numbers are available on the bottom of the 43 OG Form 2407. For disapproved changes, the MOC notifies the requester that the change is disapproved.

A3.3.2.5. Any problems with proposed 2407s after hours is resolved between Command Post and the Maintenance Operations Flight Commander.

Attachment 4

43 OG FORM 2408 PROCEDURES

A4.1. Submitting Changes to the Hard AMT.

A4.1.1. A 43 OG Form 2408 is required for any change to the Hard AMT.

A4.1.2. The requestor must contact 43 OSS/OSOR (394-7600) for a control number. Range Scheduler will record the requestor's name, Unit/Organization and, the Date & Time of request.

A4.1.3. The requestor is responsible for completing Section A & B and coordinating in accordance with Section C. (Coordination in Section C will include the Air Force and Army units (as applicable) executing the mission.)

A4.1.4. Pre-coordinated 43 OG Forms 2408 will be forwarded to 43 OSS/OSOR. The 43 OSS/OSS flight commander (or designated representative) will approve/disapprove all AMT change requests. Once approved or disapproved, a copy of the 43 OG Form 2408 will be disseminated in accordance with the 43 OG Form 2408 and will be kept on file in 43 OSS/OSO. If approved, the change will be made to the Hard AMT.

A4.1.5. When the daily final AMT is published, all 43 OG Form 2408's (approved and disapproved) will be listed at the bottom of the last page by control number. (*NOTE*: Concurrence during the coordination phase does not constitute approval.) The 43 OG Form 2408 must be approved before being annotated on the AMT.

A4.2. Submitting Changes to the Final AMT.

A4.2.1. After 1330L, contact 43 AW/CP (394-9000) to initiate the change process. 43 AW/CP will run their quick reference checklist to make the appropriate changes.

A4.3. Creating a 43 OG Form 2408 control number.

First character	“A” – for AMT
Second through fourth characters	Julian Date
Fifth and Sixth characters	Two-digit sequence number

Figure A4.1. 43 OG Form 2408

CHANGE REQUEST TO THE HARD AIR MOVEMENT TABLE (AMT)

SUBMIT TO 43 OSS/OSO (RANGE SCHEDULING)

Unit Submitting Change(s)		Date/Time Submitted		Change Initiated By (Name)		Fax Number		Control Number	

SECTION "A"

Line No.	MSN No.	AF UNIT	USER	MDS	SKE A/A	WX DEC	LOAD TIME	ETD	RTE IFR or VFR	DZ / LZ	TYPE DR	ESC	ETA	Remarks

SECTION "B"

Line No.	Change Requested	Execution Date for Change

SECTION "C"
JOINT USER VALIDATION

ARMY USER	POC Name	Date	Remarks

SECTION "D"
43 OSS/OSO (Range Scheduling) WILL COORDINATE WITH THE FOLLOWING ORGANIZATIONS:

UNIT	NAME	CON-CUR	NON-CON	PHONE	TIME	REMARKS

SECTION "E"

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	_____ Chief, Current Operations	COMMENTS: _____ _____ _____
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SECTION "F"
APPROVED CHANGE DISTRIBUTED TO:

UNIT	NAME	FAX	TIME	DONE	UNIT	NAME	FAX	TIME	DONE

CHANGE REQUEST TO THE HARD AIR MOVEMENT TABLE (AMT)

**SECTION "G"
43 OG FORM 2408 INSTRUCTIONS**

Submitting Changes to the Hard AMT.

1. A 43 OG Form 2408 is required for any change to the Hard AMT.
 2. The requestor must contact 43 OSS/OSOR (394-7600) for a control number. 43 OSS/OSOR will record the requestor's name, Unit/Organization and the Date & Time of request.
 3. The requestor is responsible for completing SECTIONS A & B and coordinating in accordance with Section C. (Coordination in Section C will include the Air Force and Army units (as applicable) executing the mission.)
 4. Pre-coordinated 43 OG Forms 2408 will be forwarded to 43 OSS/OSOR. The 43 OSS/OSOR flight commander (or designated representative) will approve/disapprove all AMT change requests. Once approved or disapproved, a copy of the 43 OG Form 2408 will be disseminated in accordance with the 43 OG Form 2408 and will be kept on file in 43 OSS/OSOR. If approved, the change will be made to the Hard AMT (annotated in blue).
 5. All changes to the next day's AMT must be submitted by 1100L.
 6. When the daily final AMT is published, all 43 OG Forms 2408's (approved and disapproved) will be listed at the bottom of the last page by control number.
- Note:** Concurrence during the coordination phase does not constitute approval. The 43 OG Form 2408 must be approved before being annotated on the AMT.

Submitting Changes to the Final AMT.

1. After 1330L, contact 43 AW/CP (394-9000) to initiate the change process. 43 AW/CP will run their quick reference checklist to make the appropriate changes.

Creating a 43 OG Form 2408 control number:

- | | |
|-------------------------------------|---|
| 1. First character | "A" – for AMT |
| 2. Second through fourth characters | Julian Date |
| 3. Fifth and Sixth characters | Two digit sequence number (01, 02, etc) |

Attachment 5

DARE COUNTY BOMBING AND ELECTRONIC COMBAT RANGE (DCBECR) TRAINER PROCEDURES

A5.1. DCBECR is a three tower, class-A, joint Air Force/ Navy Weapons Range located in Northeastern North Carolina. The range is divided so that the Air Force utilizes the southern portion of the range (Restricted Area R-5314). 43 AW aircraft may use the range as a realistic threat environment for use of defensive equipment and the expenditure of chaff and flares. 4 OSS at Shaw AFB coordinates and schedules the Air Force portion of the Dare County Range.

A5.2. Coordination For Single Ship / Pro Lines.

A5.2.1. AS and 41 AS Mission Schedulers.

A5.2.1.1. Identify specific lines that intend to use the Dare Count Range as a "Dare County Trainer." Identify these lines at least three weeks prior.

A5.3. Current Operations Scheduling Checklist.

A5.3.1. Schedule 2 AS and 41 AS requests to dedicate a specific line for "Dare County Trainer." Ensure that "Dare County Trainer" aircraft assigned to the line are equipped with the ALR-69 RWR, and the ALE-40 / AAR-47 or the ALE-47 / AAR-47 equipment.

A5.3.2. Coordinate with 4 OSS to schedule Dare County Range (R-5314) three weeks prior to requested time and date. The 4 OSS schedules on a "first come, first served" basis. Ask to schedule the Electronic Counter Measures (ECM) range. Note: The Phelps Range is merely an altitude reservation that is above the Dare County Range and tops at 18,000 Mean Sea Level (MSL).

A5.3.3. Contact 23d Maintenance Squadron, Munitions Control to schedule chaff and flares loads for the dedicated aircraft. It is recommended to load 300 chaff and 120 flares. The chaff magazines will be loaded in the right and left wing pylon dispensers, the right and left mid-fuselage dispensers, and the beaver tail dispensers. The flares will be loaded in the aircraft nose dispensers, as per FCIF (C) 99-08-15, from HQ AMC/DOV MSG 011130Z Dec 99. The 23d Maintenance Squadron Munitions Control requires ten days prior notification to build the magazines. 23d Maintenance, Munitions Control needs to be informed as to whether the aircraft are ALE 40 or ALE 47 equipped, it does matter. The 43 OSS/OSK can help to coordinate with the 23d Maintenance Squadron Munitions Control and ECM personnel.

A5.3.4. Notify 43 MOS PS&D of the dates and times to load the aircraft with the chaff and flare magazines.

A5.3.5. Keep 23d Maintenance Squadron Munitions Control informed of aircraft, load times, or take-off times change.

A5.4. Mission Commander Scheduling Checklist.

A5.4.1. Ensure 43 OSS/OSO identified the ALR-69 and ALE-40 / 47 requirement for the mission aircraft. Ensure that munitions have been ordered and will be completely loaded NLT two hours prior to takeoff. It is recommended munitions be loaded the day prior to the planned mission.

A5.4.2. Contact Dare County Range control to coordinate the ECM profile to be flown.

A5.4.3. Ensure aircrews review the procedures to optimize employment of the ALR-69 and ALE 40 /47 equipment.

A5.4.4. Review the procedures/requirements for chaff and flare loaded aircraft.

A5.5. Coordination For Tactical Formations.

A5.5.1. **AS and 41 AS Mission Schedulers.** Identify specific lines that intend to use the Dare County Range as a "Dare County Trainer." Identify these lines at least three weeks prior

A5.5.2. **Current Operations Scheduling Checklist.** Schedule 2 AS and 41 AS requests to dedicate a specific line for "Dare County Trainer." Ensure that "Dare County Trainer" aircraft assigned to the line are equipped with the ALR-69 RWR, and the ALE-40 / AAR-47 or the ALE-47 / AAR-47 equipment.

A5.5.2.1. Coordinate with 4 OSS to schedule Dare County Range (R-5314) three weeks prior to requested time and date. The 4 OSS schedules on a "first come, first served" basis. Ask to schedule the ECM range. Note: the Phelps Range is merely an altitude reservation that is above the Dare County Range and tops at 18,000MSL.

A5.5.2.2. Coordinate for range times either at PAFB's R-5311, or at Northfield Designated Zone (DZ). Contact Northfield DZ for Time on Target (TOT) and DZ support. The 437 OSS/OSK can provide more information if needed.

A5.5.2.3. Contact the Airspace Control liaison at 43 OSS/OSK for airspace coordination to and from Northfield DZ.

A5.5.2.4. Contact 23d Maintenance Squadron, Munitions Control to schedule chaff and flares loads for the dedicated aircraft. It is recommended to load 300 chaff and 120 flares. The chaff magazines will be loaded in the right and left wing pylon dispensers, the right and left mid-fuselage dispensers, and the beaver tail dispensers. The flares will be loaded in the aircraft nose dispensers, as per FCIF (C) 99-08-15, from HQ AMC/DOV MSG 011130Z Dec 99. The 23d Maintenance Squadron Munitions Control requires ten days prior notification to build the magazines. 23d Maintenance Munitions Control needs to be informed as to whether the aircraft are ALE 40 or ALE 47 equipped, it does matter. The 43 OSS/OSK can help to coordinate with the 23d Maintenance Squadron Munitions Control and ECM personnel.

A5.5.2.5. Notify 43 MOS PS&D of the dates and times to load the aircraft with the chaff and flare magazines.

A5.5.2.6. Keep 23d Maintenance, Munitions Control informed as to whether aircraft or load times or takeoff times change.

A5.6. Mission Commander Scheduling Checklist.

A5.6.1. Ensure 43 OSS/OSO identified the ALR-69 and ALE-40 / 47 requirement for the mission aircraft. Ensure that munitions have been ordered and will be completely loaded NLT two hours prior to takeoff. It is recommended munitions be loaded the day prior to the planned mission.

A5.6.2. Contact Dare County Range control to coordinate the ECM profile to be flown.

A5.6.3. For Northfield operations, contact Northfield Tower to obtain the DZ support brief and markings, and pass planned TOTs.

A5.6.4. Ensure aircrew(s) review the procedures to optimize employment of the ALR-69 and ALE 40/47 equipment.

A5.6.5. Review the procedures and requirements for chaff and flare loaded aircraft.

A5.6.6. If Northfield operations are cancelled, ensure Charleston Command Post is notified. PAFB Command Post can relay this information upon request.

A5.7. Configuration Codes for Chaff and Flares. The following codes will be used in the remarks section of the Flying Schedule to identify chaff and flare configurations.

CF-1	Full load (240 flares/300 chaff)
CF-2	Flares only (240 flares, all flare magazines/locations (nose/armpit)
CF-2A	Temporary only (120 flares, 4 magazines, nose dispensers only)
CF-3	Chaff only (300 chaff, all chaff magazines/locations (armpit, external fuel pylons, tail)
CF-4	Half load (120 flares, 150 chaff, 1 magazine per dispenser location)
CF-5	Custom load. Must be specified in remarks section.
CF-6	300 Chaff and 120 Flare The chaff magazines will be loaded in the right and left wing pylon dispensers, the right and left mid-fuselage dispensers, and the beaver tail dispensers. The flares will be loaded in the aircraft nose dispensers, as per FCIF (C) 99-08-15, from HQ AMC/DOV MSG 011130Z Dec 99