



Edwards AFB Aircraft and Air/Ground Support Scheduling Guide 28 September 2023

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1. Overview. This publication establishes guidance for coordinating and scheduling 412th Test Wing (412TW) flying resources.

2. Communication. Communication is the key to effective scheduling. Due to the dynamic nature of Developmental/Operational Flight Test, flying operations at Edwards Air Force Base do not always have the predictive nature of other flying operations. However, unit leaders must strive to plan and schedule their requirements properly to ensure efficient use of resources.

3. Roles and Responsibilities.

A. 412th Test Wing Commander (412 TW/CC) sets overall wing priorities.

B. 412th Operations Group Commander (412 OG/CC) and 412th Maintenance Group Commander (412 MXG/CC) set scheduling policies and timelines and adjust TW program priorities on a weekly basis. In the absence of the 412 OG/CC, all resource priority decisions can be made by the Flight Operations Authority (FOA). In the absence of the 412 MXG/CC, all resource priority decisions can be made by the commander's designated representative.

C. Chief of Scheduling (412 OSS/OSOS) is responsible for the execution of the Center Scheduling Enterprise (CSE). The Chief of Scheduling manages the scheduling process and organizes the scheduling working group. Responsible for tracking and briefing at scheduling meetings. The Chief of Scheduling has the authority to make exceptions for all scheduling procedures within this document except for 412 MXG requirements outlined in AFI 21-101. Enforces the Scheduling Guidance and timelines to ensure effective and well-managed scheduling process.

D. OSS Center Scheduling gathers, tracks and coordinates inputs outside the daily turnover to the OSS Real-Time Scheduling (Real-Time), typically at 1500L. This office coordinates requests for Quiet Hours, Orientation Flight Program, and airshow participation. Coordinates with all test support agencies to compile the daily and weekly flying schedules. Is the focal point for requesting and coordinating round robin and business effort tankers. Hours of operation are M-F, 0700-1530L, excluding Federal holidays and AFMC no-fly days. DSN: 527- 4110 or Comm: (661) 277-4110. Email 412 TW Scheduling inbox at 412OSS.OSOS.ROC@us.af.mil.

E. Real-Time coordinates all mission resource changes inside of 1600hrs the business day prior to, and up until, mission execution (further defined as "daily turnover"). Submits daily release and recall of local airspace to R-2508. Hours of operation are M-F, 0600-1700L, excluding federal holidays and AFMC no-fly days DSN: 527-3940 or Comm: (661) 277- 3940/6520.

F. Unit Schedulers (On/Off Station) are provided by each Combined or Integrated Test Force (CTF or ITF), flying squadron, and tenant unit (or off-base agency) desiring the use of 412 TW resources. They coordinate with applicable outside agencies directly involved in mission flying requirements (i.e. engineers, test conductors, other

government agencies, and sympathy organizations) to assist in determining aircraft resource requirements. The unit scheduler manages the respective unit's non-shared assets and submits requests for shared resources and mission unique requirements in the Center Scheduling Enterprise (CSE). Unit schedulers will request and coordinate all activities, whether air or ground, IAW scheduling timelines. Units will communicate to the appropriate scheduling offices through their unit scheduler.

- G.** Maintenance Schedulers coordinate with CTF Schedulers, Production Supervision, and other required agencies to ensure proper allocation of aircraft resources. They have sole responsibility to assign tail numbers in CSE and load the agreed upon flying schedule into Intermediate Maintenance Data System (IMDS)/GO81.
- H.** CTF Schedulers coordinate with internal agencies including Aircraft Maintenance Squadron (AMXS), Aircraft Maintenance Unit (AMU) supervision, and unit schedulers to assign tail numbers in CSE. Loads flying schedule into Intermediate Maintenance Data System (IMDS)/GO81. Tracks and records deviations.
- I.** R-2508 Central Coordinating Facility (CCF) is the single approval authority for aircraft to enter the R-2508 Complex, excluding internal restricted areas R2505, R2506, R2524, R2515, R2502N, and R2502E. CCF:
 - 3.I.1 Combines 412 TW missions with other users (Lemoore, Nellis, China Lake, Fresno, etc.),
 - 3.I.2 Develops the comprehensive Daily Flying Schedule for the R-2508 Complex,
 - 3.I.3 Publishes the R-2508 Daily Brief Sheet, and
 - 3.I.4 Coordinates for release and recall of R-2508, and all associated airspace.
- J.** R-2515 Airspace Management integrates civilian and non-federal government aircraft requests to operate within R-2515.
 - 3.J.1 Coordinates civil aircraft letters of agreements authorization and access that will occur on a regular basis,
 - 3.J.2 Coordinates Hold Harmless Agreements authorization and access that will occur on a one-time, or short-term basis,
 - 3.J.3 Makes scheduling requests to OSS Scheduling for non-flight test civil operations in CSE,
 - 3.J.4 Focal Point for release and recall of R-2515 airspace to the Federal Aviation Administration
 - 3.J.5 Focal point for developing Concept of Operations (CONOPs) for the integration of flights operating outside the scope of EAFBI 13-204, Flying and Airfield Operations, to include NASA.
- K.** 412th Range Squadron (412 RANS).
 - 3.K.1 Operations Duty Officer (ODO) is responsible for overseeing all daily

operations to include the de-confliction and prioritization of range resources. The ODOs are responsible for the planning and implementation of range resources in the weekly schedule.

3.K.2 Range Control Officer (RCO) are the test program's focal point to determine and coordinate the proper range system, equipment, and resource support to fulfill mission requirements. The program RCO coordinates with the unit scheduler to schedule the range resources and advises the unit scheduler on other necessary resources such as airspace to ensure effective mission execution. The program RCO executes real-time operations in the Ridley Mission Control Center's (RMCC) mission control rooms and provides range operations support.

3.K.3 The Range Data Production Analysts (DPA) are responsible for development of real-time and post-flight data products, and for pre-mission preparation of the mission control rooms and computer systems. The DPA operates the data processing systems in the RMCC mission control rooms during real-time and post-flight operations.

4. **Scheduling Timeline.** The flying schedule has three distinct phases of processing *Long Range Planning, Quarterly and Monthly Scheduling,* and *Short-Range Scheduling.*

A. Yearly Planning. Long range planning specifies broad objectives for flights in terms of sorties, flying hours, and known or predictable maintenance needs and will be developed utilizing the 412 TW Yearly Flying Program. The Flying Actuals Approval and Billing (FAAB) is available in the Workload Forecast and will be validated by Unit Business Leads by the 10th of each month. This will be used as a starting point for all schedule activities. During *long range planning*, unit schedulers report long-term planning requirements for tracking on the Long-Range Calendar.

B. Quarterly and Monthly Scheduling. 412 TW will utilize a rolling (3) month plan satisfying the requirements to schedule quarterly and monthly requirements. This product is referred to as the Long-Range Calendar and is maintained by OSS Scheduling on Microsoft Teams. Unit Schedulers must ensure that requirements are communicated as soon as possible rendering monthly plans detailed and accurate at the time of preparation. OG/CC and MXG/CC review the requirements and limitations at the weekly Wing Scheduling meeting. The Long-Range Calendar refines the quarterly plan by combining all known aspects of aircraft utilization and must include:

4.B.1 Predictable maintenance factors such as calendar inspections, time change items, Time Change Technical Orders (TCTO), depot, cannibalization aircraft, and major aircraft inspections (Phase/Periodic Inspection / Isochronal Inspections). Additional scheduled maintenance requirements are included in AFI 21-101 AFMC SUPP, *Aircraft and Equipment Maintenance*, para 15.5.5.2 and A8.1.9,

4.B.2 All known operational events (e.g. exercises, deployments, surges, large force events, other events that incur cost to the unit) to determine

maintenance capability to meet operational requirements

C. Short Range Scheduling. Unit Schedulers requiring 412 TW resources will submit the initial mission requirements to the flying schedule via CSE prior to the cut-off, typically 1200L Friday, 10 days prior to the week of execution. The CSE Home Page will list adjustments to this timeline due to holidays, down days, or other events. Off-base, deployed, and/or distributed testing events will be displayed on the home station schedule unless pre-coordinated through the Chief of Scheduling. During *short range scheduling*, unit schedulers create, update, and/or modify missions in CSE. During the *real-time phase*, units execute missions. Cut-offs create lead-time and allow agencies to de-conflict and finalize mission inputs. After scheduled cut-offs and until the schedule is turned over to Real-Time, all mission changes must be coordinated through OSS Scheduling via the Mission Change Request in CSE.

4.C.1 **Weekly Cut-off.** After the CSE cut-off, missions are pulled in to “Scheduling” status and adjustments can no longer be made by unit schedulers. Assigned Maintenance personnel and FTE’s will build Falcon aircraft configurations, update weekly aircraft availability (Falcon and Tankers), and adjust the flying hours, as appropriate. At noon every Friday unless directed by the Chief of Scheduling change of time or day. OSS Scheduling will Submit, Validate, and run the Center Scheduling Optimization Model (CSOM) in CSE which will produce a proposed Falcon and tanker support flying schedule. Once the CTFs and maintenance have reviewed the output, OSS will then commit to the flying schedule for the 10 days out. (The start of the planning week).

4.C.2 **Daily Cut-off.** Units must submit all mission changes and adds to CSE NLT 1230L each business day prior to execution. At that time, the following day’s schedule is locked for de-confliction. Minor changes (e.g. Job Order Number (JON), mission symbol, CTF-assigned frequencies, etc.) that do not affect other organizations can still be requested via the Mission Change Request in CSE after the daily cut-off. If the change has impacts on other organizations for example maintenance schedulers, range and/or other related agencies the unit is responsible for coordinating those changes directly with the affected organization and OSS Scheduling maintains the authority to deny the change and require the unit to coordinate with Real-Time once the schedule is turned over.

Turnover. OSS Scheduling is responsible for the schedule until it is turned over to the Real-Time office, typically at 1500L day-prior to execution. The Chief of Scheduling may adjust the timing of turnovers, as necessary. Units must coordinate all changes with Real-Time after the daily turnover by calling COMM: 661-277-3940 or DSN: 527-3940/6520.

D. Mission Cancellations. Cancellations will be accepted any time by the Scheduling Agency who is responsible for the schedule. Unit schedulers must communicate cancellations when they are known to all affected agencies, to include maintenance schedulers, Airfield Management, and the range ODO.

Note: Funding provisions for cancellations are contained in DOD 7000.14-R, Financial Management Regulation.

E. Requesting units without access to CSE should contact the appropriate scheduling office based on the scheduling timeline to ensure accuracy of requests within CSE.

5. Weekly Scheduling Meetings.

A. Iron Wars Meeting. The weekly Iron Wars Scheduling meeting is held in the 416 FLTS Conference Room, Bldg 1199 and hosted by the 416th. It is available on Microsoft Teams but in person attendance is highly desired. The meeting is held on Tuesdays at 1030 and is the culmination of the forecasting and de-confliction process. The purpose of the meeting is to review the proposed wing flying schedule and deconflict/coordinate/prioritize all support requests for that schedule. This meeting is designed to focus on the working level, not the decision-making level. The following items will be briefed and discussed:

- 5.A.1 Requested Weekly Flying Window, including high priority missions, un-resourced test missions and test support missions.
- 5.A.2 Range Support Plan
- 5.A.3 Support / Aircraft Plans
- 5.A.4 Tanker Planning Worksheet
- 5.A.5 Control Rooms

B. Wing Scheduling Meeting. This is a decision brief to OG and MXG CC representatives, presenting the results of the weekly scheduling process for final approval prior to TW staffing. The weekly Wing Scheduling meeting is typically held in the MX Group Conference Room in building 1600 and hosted by the 412 OSS Chief of Scheduling. The meeting is held on Wednesday at 1030 and is the final opportunity to make changes to the flying window for the following week before it is signed. All required information must be relayed to the OSS Scheduling office no later than 0900 to allow time to update the Flying Window prior to the meeting. The meeting is available via Microsoft Teams but in person attendance is highly desired. Changes discussed during the Tuesday Iron Wars meeting are implemented and reviewed at the Wing Scheduling meeting. If any additional de-confliction is required, changes will be made following the meeting and prior to the Flying Window product being sent to the OG/CC. The 412 OSS will disseminate the Flying Window by noon Thursday unless they are still gathering data to finalize the schedule. The following items will be briefed and discussed:

- 5.B.1 Weekly Flying Window
- 5.B.2 Range Support Plan

- 5.B.3 Tanker Planning Worksheet
- 5.B.4 Long Range Calendar
- 5.B.5 Unusual Requests, if applicable
- 5.B.6 After Hours
- 5.B.7 Off Station Request

C. Daily Configuration Meeting. Configuration meeting held at 1300 via Microsoft TEAMS to finalize configurations for the next day's flying and current aircraft status. CTF schedulers will ensure any mission changes are updated in CSE with the configuration agreed upon during the meeting.

See Table 1. Weekly Scheduling and De-confliction Meetings

6. Scheduling Guidelines. All agencies assigned to EAFB utilizing 412TW flight test resources, airspace, and airfield facilities will utilize the following guidelines, policies, and procedures for scheduling. Unit schedulers shall request resources for mission accomplishment via CSE with consideration for the following information.

A. Operations (OPs) Numbers. Unit schedulers request resources for missions using a four-digit OPs number that is identified on the daily and weekly flying schedules. Multiple sorties within a mission package are given a numeric suffix, beginning with -1 for the primary aircraft, and -2, -3, etc. for subsequent aircraft in the mission. Once the mission number is published, the mission is accountable as either flown, cancelled, or completed, except for spare aircraft, which may be assigned a separate OPs number.

6.A.1 Primary and backup missions must be designated in sortie titles within CSE by annotating (P) for primary and (B) for backup. Backup missions will have a minimum of one day between missions. OG/CC or Chief of Scheduling can waive the one-day requirement.

6.A.2 Missions requiring consecutive back-up days within the same week require justification at the weekly scheduling meeting and OG/CC approval.

B. Priority. Resources will be allocated to missions based on priority and disputes will be settled by the Chief of Scheduling, 412 OG/CC, or designated representative/FOA. When possible, these concerns should be discussed at the weekly scheduling meetings.

6.B.1 Missions are assigned initial priority on the Weekly Flying Schedule according to their JON. Additional consideration is given based on actual mission requirements.

6.B.2 "Management Emphasis" identifies missions that have high priority. A high priority test mission is defined as any specific test mission (one-time event) that is given priority over other missions. High priority test missions are not to be confused with high priority test programs. Such designation is made by the 412OG/CC who accepts the increased demand for shared resources that may result from one high priority test mission "stealing" shared resources.

6.B.3 Missions and resources that are added after the weekly cut-off are assigned

the lowest mission priority of 99.

Ground Tests. Scheduled test of an aircraft or its systems that take place on the ground. Flights will normally have priority over ground tests, except as approved by the 412 OG/CC. When 412TW aircraft are utilized for non-flying missions, they will be scheduled through the normal process. Ground events associated with a flying mission may be conducted under the flight mission number. Details for aircraft loads shall be entered into the CSE aircraft notes to include type and quantity, weight of each load, and time for upload or download.

Local Testing with Off-Base Aircraft. All off-base aircraft requesting the use of R-2515 shall be reported in CSE by the unit performing the test. Additionally, any aircraft originating outside of R-2508 must schedule through the CCF independently of CSE, IAW the R-2508 User's Handbook. Visit <http://www.edwards.af.mil/About/R-2508/> for more information.

C. Shared Resources. Shared resources are defined as any resource that multiple organizations use and schedule. Some examples of shared resources include chase aircraft, range assets, control rooms, tankers, telemetry frequencies, hot pits, munitions, and runway hammerheads.

D. F16 Capabilities and Alternate Options. Unit schedulers must identify F16 aircraft capability requirements and alternate options within CSE. Capabilities are selected through the "Capabilities" option in the "Aircraft" section. When alternate F16 capabilities, mission days, and times are compatible with mission requirements, these details should be included in the initial mission request. F16 requests that are desired and not required should be marked "deletable."

E. Configurations. Units should strive to maintain the same aircraft configuration throughout the week whenever possible. When alternate configurations are required, requests should be identified and coordinated through the scheduling process. Such requests will be addressed on a case-by-case basis.

F. Small Unmanned Aerial Vehicles (sUAS) Activity. If sUAS activity concerns shared resources or any airspace over 100' AGL or 50' above a structure (whichever is lower), operations will follow the established scheduling procedures.

7. Scheduling Procedures.

A. Schedule/Hold. Schedule/Hold missions are F-16 missions identified for shared aircraft resources when they become available. Shared aircraft will be allocated at the weekly Iron Wars meeting to the highest priority mission and other missions requiring the same aircraft will be put into Schedule/Hold status against the primary mission. If the primary mission is shifted to another tail during the week, the schedule/hold will shift as well, so long as the configuration and timing are compatible.

7.A.1 If the primary mission cannot be executed as planned, the shared resource will be released to the Schedule/Hold mission.

7.A.2 Real-Time will schedule the Schedule/Hold if the primary mission's aircraft

becomes available or remove Schedule/Hold missions from CSE if the primary mission is flown.

7.A.3 Schedule/Hold missions do not constitute a “schedule change” and do not require an AF 2407.

B. Standby. Standby is used to communicate conflicts on the schedule, but these conflicts can be resolved on the day prior to execution or through real-time mission de-confliction. Unit schedulers will resolve known resource conflicts for their CTF missions, and coordinate with other unit schedulers to minimize known conflicts of high demand, shared resources.

7.B.1 **Telemetry** requests that exceed resource availability will be placed in standby status and/or receive mission restrictions. Such information will be identified by a “Mission Alert” in CSE with specific details.

7.B.2 **412 RANS.** 412 RANS ODO will de-conflict and internally track the standby status for all range resources. The Range ODO coordinates with the program RCO on any range resource conflict. The program RCO informs the unit scheduler and the test team of the conflicts and recommends options to adjust the mission support resource requested. When the option is decided, the program RCO notifies the Range ODO.

C. Tanker De-confliction. OSS Scheduling assesses tanker requirements using the CSE model output and CTF support requirements. For Business Effort/Round Robin tanker support, Unit Schedulers must submit justification outlining the test to be conducted, negative impacts without refueling support, and the reason why hot pits are not an effective solution. Changes such as off-loads, CT times, refueling tracks, altitudes and adding receiver’s will not be processed within the 96-hour window per TACC. If changes are a mission requirement, the receiving unit will lose the tanker due the process of re-submitting and validation procedures. Changes within 96 hours of mission execution may require a General Officer Exception Letter. The tanker schedule is finalized by COB Wednesday for the following week and includes determining the exact number of required Business Effort/Round Robin tankers.

D. Support Aircraft De-confliction. 412 AMXS will compile chase/target support aircraft requirements in preparation for the weekly scheduling meetings using CSE inputs from Unit Schedulers. De-confliction should begin immediately and prior to Iron Wars, when possible. If required, a priority call will be made by the OG/CC at the weekly scheduling meetings.

E. Releasing Scheduled Resources. Test agencies or their representatives shall release all scheduled resources or portions of scheduled resources by notifying OSS Scheduling or Real-Time as soon as they are deemed no longer required based on changes to test requirements, objectives, missions, or schedules.

F. Unusual Requests.

7.F.1 **Off-station Flying.** The Wing Scheduling Meeting will serve as the

approval for Off-station Sortie requests (OSSR) that are completed and approved during the meeting. It is critical that CTF's identify those missions that require Off-Station approval during the meeting. Off-station request not approved during the meeting will require an Off-station request within CSE. These requests must be submitted, at a minimum, (3) business days prior to the requested operation and must be approved by the requesting unit's Operations Officer and the 412 OG/CC. The requestor is responsible for coordinating all unit approval.

- 7.F.2 **Orientation Flight Program (OFP).** OSS Scheduling is the point-of-contact for coordinating orientation flights. The OFP depends on members having a motivation to fly and completing the pre-flight requirements in a timely manner. Any organization seeking an orientation flight must coordinate through their group Orientation Flight Program POC. See AFI 11-401, Edwards AFB Supplement, *Aviation Management* and the *412 TW Orientation Flight Program (OFP) Policy* memo for additional information.

8. Schedule Changes.

Units may request changes to the published Weekly and Daily Flying Schedules. Changes must be submitted utilizing the Mission Change Request in CSE as soon as the unit is aware and confident in the change and after the change has been coordinated/approved by all affected agencies IAW AF 2407 guidance. Unit schedulers must note pre-coordination in their change request, or the change will not be made until the coordination is confirmed. If the Mission Change Request is not available Change should be sent via e-mail to 412OSS.OSOS.ROC@us.af.mil.

- A. If the requested change is made after the Daily Schedule is "turned over," contact Real-Time at COMM: 661-277-3940 or DSN: 572-3940. OSS Scheduling is authorized to re-direct changes made after the 1230L cut-off until the schedule is turned over to Real-Time, if the change cannot be supported.
- B. **AF2407 Guidelines.** An AF 2407 may be required for changes requested after the Weekly Flying Scheduled is published, typically at 1200L on Friday, the week prior to execution.

See Table 2. Real-time Schedule Change Coordination and Approval (No 2407s Required) and Table 3. Day Prior/Weekly Schedule Change Coordination and Approval

- 8.B.1 Coordination for all AF 2407s may occur in any communication format available, however, official documentation and approval must be documented in CSE. OSS Scheduling or Real-Time Scheduling will track changes in coordination with 412 MXG to reduce any duplication of efforts.
- 8.B.2 Schedule changes that do not require an AF 2407 do not eliminate the need to coordinate. All changes must be coordinated with Real-Time Scheduling, the MOC, and all affected agencies through verbal, telephone, radio, text, or

chat coordination. Flight line personnel typically do not have access to email or chat services during ‘day-of’ execution. Schedule changes, regardless of whether an AF 2407 is required or not, will be coordinated IAW *Table 2. Real-Time Schedule Change Coordination and Approval (No 2407s Required)*.

- 8.B.3 Scheduling disputes will be resolved by the FOA. *See Attachment 3. Coordination Flow Charts.*
- 8.B.4 The Chief of Scheduling will work with the flying units and support agencies to gather schedule change data (e.g. number of changes, time to approve changes, etc.) to identify problems in the process and suggest improvements.
- 8.B.5 Approval authorities must maintain the ability to communicate approvals or issues.

C. AF 2407 Requirements. An AF 2407 is required when:

- 8.C.1 Making any change to the published schedule. All changes that occur between the published weekly schedule and the published daily schedule, prior to the first crew ready for the respective unit’s flying schedule, will require a unit-initiated AF 2407 in CSE.
- 8.C.2 Adding a new aircraft, a new mission, or any increase to the 412 TW published Flying Window will always require an AF 2407, regardless of the timeline. This is due to the increased level of approval required for these situations. Realtime changes only require verbal coordination/approval.

D. AF 2407 Exceptions. An AF 2407 is NOT required for:

- 8.D.1 Changes made prior to the publication of the Weekly Flying Schedule.
- 8.D.2 Takeoff or landing time changes of 15 minutes or less
- 8.D.3 Changes to aircrew names, mission/sortie title changes or airspace
- 8.D.4 Missions/Aircraft in a “Schedule/Hold” status that become available to fly
- 8.D.5 Changes arising after the first crew ready time for the squadron’s current day’s scheduled Flying Window, such as a tail swap or mission change that does not affect configuration (e.g. changing a mission from test to training after first crew ready does not require an AF 2407). *See Table 2. Real-time Schedule Change Coordination and Approval (No 2407s Required)*
- 8.D.6 Schedule changes for non-412 TW units (e.g. NASA, JOTT, etc.) who are NOT using 412 TW shared resources.

E. Deviations. 412 MXG/MXOO will track deviations IAW AFI 21-101. All deviations are tracked against the approved daily flying schedule. Any change to the approved daily flying schedule after 1600L, the day prior, will be recorded as a deviation. Use of AF 2407 does not negate the recording of deviations.

F. Post-Mission Procedures. After 0900L on the second workday following a canceled mission, users may review the test mission cancellation report in CSE for applicable data.

9. Scheduling Restrictions.

- A. Airfield Management/Tower Hours.** The standard hours for Airfield Management/Tower are 0600L to 2200L, Monday through Friday.
- B. Flying Window.** The standard Flying Window for support agencies is 0600L to 1800L, Monday through Friday. Units will make every attempt to keep operations inside this window.
- C. Night Flying.** Units that have “night required” test points should group these points together as much as possible to reduce the overall night flying occurrences. When flying nights, units will delay the start of flying operations to maintain a maximum (12) hour overall flying window. Proficiency training will not exceed a scheduled 2200L land time.
- D. Training Days.** Training days are no-fly/no-support days for 412 MXG supported assets and 412 RANS. As such, flight and ground events will not be supported with such assets. Units not requiring 412 MXG or 412 RANS support may plan to fly on training days. An After-Hours Support Request (AHSR) within CSE is required for OG visibility of requirements and compliance. The OG/CC and Chief of Scheduling enforces the no fly / no support day requirement for 412 MXG and 412 RANS assets on training days.
- E. Weekend/Holiday/AFMC Family Day Flying.** The airfield and 412 RANS will be closed on all weekends, AFMC Family Days, and Federal Holidays. No flight operations out of Edwards AFB will be allowed without advance coordination with 412 MXG/CC and 412 OG/CC. Adjustments to the regular flying window may be required on the day following a down day. Any exceptions are required to be identified on the Long Range Calendar. Aircraft that fly on a down day might not be available to fly on the next fly day, as determined by 412 MXG.
- F. After Hours Support Request (AHSR).** The Wing Scheduling Meeting will serve as the approval authority for After Hours operations that are completed and approved during the meeting. A separate request need not be accomplished if the operation is approved during the meeting. Missions requiring Airfield Management/Tower or other Agency support outside of the standard hours and *not* approved during the weekly Wing Scheduling Meeting will require an AHSR. Requests should be completed, at a minimum, (3) business days prior to the requested operation and must be approved by the affected agencies and the OG/CC. Approval will not be granted without appropriate documentation and justification.

NOTE: Civil operators flying IAW Hold Harmless Agreements (HHAs) or Letters of Agreement (LOAs) and Aero Club do not require AHSRs.

- G. Test Time Extensions.** Units will not plan to exceed regulated maximum test and sortie

durations IAW 11-2FTV3 EAFB SUPP, *Flight Test Operations Procedures*. Units must receive 412 OG/CC permission to schedule extended missions. Approvals to schedule may be tentatively granted at the weekly Scheduling meetings but must receive final approval from the OG/CC day prior to execution. Units requesting to waive sortie or test duration times must provide risk mitigation actions.

H. Aircraft Turn Times. Turn times for aircraft are determined by 412 MXG policy.

See Table 4. Aircraft Published Turn Times

I. Closure of On-Base Roadways. If a mission poses potential hazards to roadways (e.g. Mercury Blvd), the unit scheduler will identify this NLT the week prior to execution. Missions requiring road closure between 0600L-0800L and or 1530L-1700L require 412 OG/CC approval. OSS Scheduling will notify appropriate agencies of road closures via the Daily Operations Report NLT 1500L on the day prior to the closure. The process to clear and close a road could take up to 30 minutes to complete. Unit schedulers must plan accordingly when scheduling start of mission execution.

J. Air Start. Must be scheduled as the first go of the day and land NLT 1100L. All air start requirements shall be requested at the weekly scheduling meeting. Notification of this type of testing/training should be listed on the Long Range Calendar.

K. SPORT. Any request for SPORT support outside of core hours, 0700L-1900L, will require specific approval from the 412 OG/CC. That approval must be completed a minimum of 10-days prior to the request. Projects must include specific justification that details the mission impact that requires SPORT support. Projects must provide a JON in the initial request so that SPORT overtime can be accurately charged.

10. CSOM Guidelines

CSOM was developed to reduce the amount of manual input required to produce a workable flying schedule for the specific MDSs and assist both operations and maintenance functions prepare for the upcoming schedule week with little to no further changes. CSOM is designed to align aircraft for maximum utilization based on maintenance and operations requirements as well as configuration status.

Roles/Responsibilities Prior to Submitting the Model:

- A. 412 OSS Center scheduling prior to noon Friday 10-days out with the schedule in question:
- B. OSS Team prepares and enters the weekly Tanker parameters.
- C. Maintenance schedulers verify that the Weekly Flying Hours and Weekly Priorities are accurately inputted correctly.
- D. 412 Maintenance Scheduler prior to noon cutoff Friday week prior to the schedule in question: Complete the Weekly Aircraft availability and the number of front lines available per day.

- E. FTE's will verify that configurations are properly inputted into CSE prior to running the MODEL.

At noon on Friday the week prior to the schedule week the 412 OSS Center Scheduling Office will Submit and Validate the Model. Upon completion of those steps the Center Scheduling Office will contact the Maintenance Group and 416 FTS so that they can complete their requirements prior to running and committing to the Model.

Note: 412 Maintenance Scheduler and Maintenance Production Supervisor shall: Verify that the Model has accurately selected aircraft to meet the requirements for the scheduling week.

Note: 416 FTS shall: Verify and correct the configurations for the F-16's requested to support 412 TW.

Once the 416 FTS has completed the configurations and the Maintenance Group has completed the verification of the F-16 tail numbers being requested the Center Scheduling Office will Run the Model and after the Review of the output then continue to Commit to the Model.

Following the above steps, the Center Scheduling Office shall in coordination with the Maintenance Group schedule and missions that remained in NON scheduled status will be scheduled.

11. Pen and Ink Changes

Pen-and-ink changes are MINOR changes captured by the AMU, Mx Schedulers (PS&D), and Ops Schedulers on the Friday before the week of execution. The intent of the pen-and-ink AF Form 2407 is not to create complete revisions of the previously Wing/CC approved flying schedule. Pen-and-ink changes to the next flying week are authorized. These changes must be submitted to PS&D NLT **1500** hours on Friday (exception: day prior if down day/holiday falls on Friday). PS&D will capture these changes on a mass AF Form 2407 stating the changes are "pen-and-ink." These changes are non-reportable and become part of the printed weekly flying schedule. CTF schedulers should ***only*** be making changes to the next day's flying schedule (Monday-or next flying day if there is a holiday/training day). Edward's executes a Daily Flying Schedule and changes to the Weekly Schedule are made the day prior. Acceptable pen-and-ink changes include and are limited to the following:

- A. Any tail number changes due to test requirements, aircraft availability and mx status as directed by the F-16 Mx Pro-Super
- B. Change to the aircraft maintenance page due to aircraft status
- C. Addition of MX ground events, or test mission required ground events, with approval from pro-super
- D. Any mission changes or mission adds **for the next day only**, with approval from the pro-super.

Table 1. Weekly Scheduling and De-confliction Meetings

Meeting	Daily Config Meeting	Iron Wars	Wing Scheduling Meeting
Where / When	Microsoft TEAMS	416 th C-Dot conference Room and Microsoft Teams 1130, Tuesday	Maintenance Group Conf Room, BLDG 1600 and Microsoft Teams 1030, Wednesday
Chair	F-16 Pro Super	416 th FTS ADO	Chief of Scheduling OG/CC or OG/CD MXG/CC or MXG/CD
Required Attendees	F-16AMU/MX Scheduler 416 th CTF Scheduler 416 th FTE's All other CTF's requesting F-16 support	MXG Schedulers Unit Schedulers	OSS Scheduling MXG Schedulers Unit Schedulers 412 RANS ODO
Purpose	Validate and Finalize next days configurations.	Review the requested Flying Window, prioritize and de-conflict test support assets, identify and resource high priority missions	Finalize the requested Flying Window and required de-confliction for priority missions, brief requirements and receive initial approvals, review the Long Range Calendar
Deliverable		Proposed Flying Window Proposed Range Support Plan Proposed Support Aircraft Plans	Weekly Flying Window Support Aircraft Plan Range Support Plan Long Range Calendar

Table 2. Real-time Schedule Change Coordination and Approval (No 2407s Required)

	Range	Real-Time	MOC	Pro-Super	MOO	MXG/CC	OG/C C
Add Aircraft		Coord	Coord	Coord	Coord	Approve	Approve
Add Mission		Coord	Coord	Coord	Coord	Approve	Approve
Increase the Wing's published flying window ⁵		Coord	Coord	Coord	Coord	Approve	Approve
Change Aircraft (i.e., Tail Swap)		Coord	Coord	Approve			
Change published takeoff or landing time > 15 minutes		Coord	Coord	Approve			
Change Aircraft configuration ⁶		Coord	Coord	Coord	Approve		
Change to an Alternate Mission without configuration changes or time slips	Coord If Required	Coord	Coord	Approval			
Change to an Alternate Mission with configuration changes or time slips ⁸		Coord	Coord	Coord	Approve		
Change Control Room Use	Approve	Coord					
Change Range Activity	Approve	Coord					

NOTE 1: Real-time changes do not require an AF 2407; verbal approval process only.
 NOTE 2: Aircraft that are not owned or maintained by 412 TW do not require MXG/CC approval (e.g., contractor maintained C-12 aircraft, UAS, etc.).
 NOTE 3: All required OG/CC approvals must be accomplished by them, FOA, or designated rep.
 NOTE 4: All required MXG/CC approvals must be accomplished by them, or designated rep.
 NOTE 5: Flying window determined at the Weekly Scheduling Meeting; window normally 0600-1800.
 NOTE 6: Requires 912 AMXS MOO approval for Tanker and Bomber configuration changes. Adding Hot Pits requires Pro Super and POL approval. Airdrop related changes to the cargo and/or passenger load of the aircraft are not considered configuration changes and will be coordinated directly with the 412 OSS/OSO.
 NOTE 7: Change to an Alternate Mission will be captured as a cancel/add by the MOC/MXOOA.
 NOTE 8: Requires MOO approval for configuration changes or time slips.
 NOTE 9: 'Schedule Hold' missions are considered previously approved Alternate Missions if assigned at the Tuesday Iron War meeting. These are assigned against a specific aircraft and mission. No 2407 required.
 NOTE 10: After 'first crew ready' all change requests go through Real-Time. Real-Time will coordinate with MOC Senior Controller for Maintenance coordination/approval.

Table 3. Day Prior/Weekly Schedule Change Coordination and Approval

	Range	Mntx Sched	Pro-Super	MOO	MXG/CC	OG/CC
Add Aircraft		Coord	Coord	Coord	Approve	Approve
Add Mission		Coord	Coord	Coord	Approve	Approve
Increase the Wing's published flying window ⁵		Coord	Coord	Coord	Approve	Approve
Change Aircraft (i.e., Tail Swap)		Coord	Approve			
Change published takeoff or landing time > 15 minutes		Coord	Approve			
Change Aircraft configuration ⁶		Coord	Coord/	Approve		
Change to an Alternate Mission without configuration changes or time slips	Coord If required	Coord	Approve			
Change to an Alternate Mission with configuration changes or time slips ⁸		Coord	Coord	Approve		
Change Control Room Use	Approve	Coord				
Change Range Activity	Approve	Coord				

NOTE 1: AF 2407 required for listed changes.
 NOTE 2: Aircraft that are not owned or maintained by 412 TW do not require MXG/CC approval (e.g., contractor maintained C-12 aircraft, UAS, etc.).
 NOTE 3: All required OG/CC approvals must be accomplished by them, FOA, or designated rep
 NOTE 4: All required MXG/CC approvals must be accomplished by them, or designated rep
 NOTE 5: Flying window determined at the Weekly Scheduling Meeting; window normally 0600-1800.
 NOTE 6: Adding Hot Pits requires Pro Super and POL approval. Airdrop related changes to the cargo and/or passenger load of the aircraft are not considered configuration changes and will be coordinated directly with the 412 OSS/OSO.
 NOTE 7: Change to an Alternate Mission will be captured as a cancel/add by the MOC/MXOOA.
 NOTE 9: 'Schedule Hold' missions are considered previously approved Alternate Missions if assigned at the Tuesday Iron War meeting. These are assigned against a specific aircraft and mission. No 2407 required.
 NOTE 10: Requestor will work changes directly through appropriate Maintenance Scheduler. He/she will work the appropriate coord/approve process through Maintenance IAW the above table. Once accomplished, the maintenance scheduler will contact the requestor and provide the required information for them to generate the required 2407.

Table 4. Aircraft Published Turn Times:

MDS Specific Turn	Times	Remarks
F-16 Normal	3 Hours	
F-16 Quick Turn	1.5 Hours	
F-16 Weapons	4 Hours	Upload
T-38 Normal	2 Hours	
T-38 Lakebed Landing	2.5 Hours	
F-22	3 Hours	
F-22 Quick Turn	1.5 Hours	
F-35	3 Hours	
F-35 Quick Turn	2.5 Hours	
Tankers	4 Hours	Fuel Dependent
Bombers	4 Hours	
C-17	4 Hours	

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-209, AFMC Supplement, *Aerial Event Policy and Procedures*, 26 September 2019
AFI 11-401, Edwards AFB Supplement, *Aviation Management*, 29 July 2020
AFI 21-101, *Aircraft and Equipment Maintenance Management*, 6 February 2022
DAFMAN 21-201, *Munitions Management*, 2 May 2022
DoD 7000.14-R, *Financial Management Regulation*, December 2021
EAFBI 13-204, *Flying and Airfield Operations*, 3 December 2019
R-2508 Complex Users Handbook, 8 May 2023
R-2515 Users Handbook, *Airspace and Flying Procedures*, 24 February 2023
11-2FTV3 EAFB SUPP, *Flight Test Operations Procedures*, 16 December 2021

Adopted Forms

AF Form 2407, *Weekly/Daily Flying Schedule Coordination*

Abbreviations and Acronyms

412 RANS— 412 Range Squadron
412 TW— 412 Test Wing
412 TW/CC— 412th Test Wing Commander
412 MXG/CC— 412th Maintenance Group Commander
412 OG/CC— 412th Operations Group Commander
ADO – Assistant Deputy of Operations
AFMAN— Air Force Manual
AHSR— After Hours Support Request
AMXS— Aircraft Maintenance Squadron
CC— Commander
CD—Deputy Commander
CCF— Central Coordinating Facility
CSE— Center Scheduling Enterprise
CTF— Combined Test Force
EAFB— Edwards AFB
FOA— Flight Operations Authority
IAW— In Accordance With
JON— Job Order Number
MOC— Maintenance Operations Center
MOO – Maintenance Operations Officer
MXG—Maintenance Group
NLT— No Later Than
ROC— Real-Time
sUAS— Small Unmanned Aerial Vehicles