

**BY ORDER OF THE COMMANDER  
EDWARDS AIR FORCE BASE**

**EDWARDS AIR FORCE BASE  
INSTRUCTION 11-115**



**4 APRIL 2014**

***Flying Operations***

***SCHEDULING PROCEDURES FOR  
AIRCRAFT AND AIR/GROUND SUPPORT***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Instruction (AFI) AFI 21-101, *Aircraft and Equipment Maintenance Management* and AFI 21-201, *Conventional Munitions Maintenance Management*. This instruction establishes 412 Test Wing (412 TW) procedures for scheduling aircraft, air and/or ground support and/or resources at Edwards AFB (EAFB). It prescribes policies and functional responsibilities and applies to all personnel authorized to use 412 TW resources. It applies to all EAFB units and detachments regardless of their operating location. This instruction supersedes AFFTCI 11-15. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Request for waivers must be processed through command channels to the publication OPR for consideration. Air Force personnel must ensure any information/records to be provided outside official DoD channels, including foreign nationals, must be released in accordance with the provisions of AFI 35-102, *Security and Policy Review Process*, and have the approval of the proper release authority. If a written request for DoD records has been made by any person, organization, business, except a Federal Agency, that either explicitly or implicitly invokes the Freedom of Information Act (FOIA), it must be processed by the local FOIA Requester Service Center (412CS/SCOK) in accordance with DoDR 5400.7-R\_AFMAN-33-302, DoD /AF Freedom of Information Act Program.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: the addition of Edwards AFB Form 5016, *Weekly Aircraft and Air Ground Support Requirements Schedule*; Updates to Scheduling Process Timelines (Attachment 3); the addition of Electronic Staff Summary Sheet for Quiet Hours Approval (Attachment 6); and the addition of CSE Airspace Scheduling Identifiers (Attachment 7).

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**1. Roles and Responsibilities**

1.1. 412 Test Wing Commander (412 TW/CC). Establishes and maintains a 412 TW Scheduling Office and 412 OSS, Current Operations & Real-Time Operations (412 OSS/OSOS) authorized to coordinate and schedule EAFB resources required to conduct all ground and/or flight tests, test support and operational flying at EAFB.

1.2. 412 TW Scheduling. The process of scheduling is delineated to three functional areas. Their responsibilities are:

1.2.1. 412 TW Scheduling (412 OG/DOO). Manages and coordinates long-range, bi-weekly, weekly, and daily scheduling requests of 412 TW resources. Prioritizes scheduling of 412 TW support assets and resources to maximize test mission execution. Works directly with the 412 OG to establish mission priorities. Coordinates all changes to the daily schedule in execution. Briefs daily schedule to operations group leadership daily, runs weekly scheduling meeting (1200L, Wed prior to execution), daily scheduling

call-in meeting (1300L, business day prior to execution), coordinates After Hours Support Requests (AHSRs) and off-station requests.

1.2.2. 412 OSS, Current Operations & Real-Time Operations (412 OSS/OSOS). Controls long-range and daily planning, coordination and scheduling of 412 TW resources required to conduct ground and/or flight tests, test support and operational flying at EAFB IAW guidelines set forth in this instruction. Provides confirmation of missions on the schedule one workday prior to the mission. Responsible for prioritizing and de-conflicting limited quantity resources such as aircraft, telemetry, communication frequencies and airspace for efficient coordinated use (e.g., West Spin, East Range, Cords Road, etc.). Authorizes real-time changes based on program priorities, resource availability and impact on other missions day of and next day. Responsible for both short- and long-range planning, coordination, and scheduling of tanker assets for the 412 TW. 412 OSS/OSOS coordinates long range Horse Blanket requests on a quarterly basis and submits through Air Refueling Management System (ARMS) to Transportation Command (TRANSCOM), TACC (Tactical Airlift Control Center), and Major Commands (MAJCOMs). 412 OSS/OSOS will schedule and coordinate both local and Business Effort (BE) tanker assets beginning in the planning stage and up to the day of execution. Upon completion of daily coordination and hand-off of the schedule to 412 OSS/OSOS Real-Time Operations, 412 TW Scheduling becomes responsible for day of execution changes and priorities.

1.2.3. 412 OSS/OSOS Real-Time Operations. Callsign CONFORM. In coordination with 412 TW Scheduling and 412 OSS/OSOS Current Operations, coordinates real-time changes, re-allocation of resources, flight extensions, mission support deletions, mission cancellations, and aborts on the daily schedule. Will coordinate all add-ons, cancellations and changes to call signs with the SPORT MRU representative and Central Coordinating Facility (CCF). Additionally, changes in airspace and times for tankers, Unmanned Aircraft Systems, and AFRL burns will be passed IAW 412 OSS/OSOS Real-Time Operations procedures. Responsible for real-time de-confliction of aircraft, telemetry, communication frequencies, and airspace for efficient and coordinated use. Provide flight following on 304.0 MHz from 0600-1800L (2200L on scheduled Night Flying days) Monday through Friday. If the DoD or FAA determine a need to terminate radiation of Link 16 ground or airborne transmitters, 412 OSS Real-Time will respond to and coordinate these requests; 412 OSS Real-Time will inform the user of the requirement to shut down Link 16 operations until the conflict is resolved.

1.3. 412 TW Command Post. Provides aircraft flight following when 412 OSS Real-Time is closed and will provide information concerning mission cancellations and changes to 412 OSS Real-Time when relieved of flight-following responsibilities.

1.4. 412 TW Military Radar Unit (MRU). Callsign SPORT. Provides radar services to 412 TW flight test aircraft who are using Restricted Area 2515 (R-2515). SPORT is responsible for providing test mission support to participating aircraft to include traffic advisories, safety and boundary advisories, and airspace coordination. SPORT oversees range weapons and stores releases and ensures airspace is clear in order to perform air-to-ground weapons and stores deliveries.

1.5. R-2515 Airspace Management. Represents the 412 TW/CC in airspace actions, coordination, and negotiations with DoD, FAA, and civil agencies in regards to utilizations and preservation of R-2515 airspace. Works with DoD, NASA, and Civil LOA holder organizations to define how flight profiles or exercise scenarios will affect the Special Use Airspace (SUA), Airspace for Special Use (ASU), and R-2515 special use areas surrounding EAFB; and coordinates with the R-2508 CCF, Airfield Management, Tower, SPORT, NASA, and the FAA on impacts that proposed flight profiles could have on their responsibilities. Reviews the 412 TW flight schedule on a daily basis to develop Notices to Airman (NOTAMs) and local advisories to be issued and updates the R-2508/R-2515 Daily Brief. When required, develops Temporary Flight Restrictions (TFR) to protect fliers from hazardous activities. Provides R-2515 airspace briefings and R-2508 Complex briefings to military and civilian flight crews, Air Traffic Control (ATC) controllers, and MRU controllers.

1.6. R-2508 CCF. A joint service (USAF/USN) airspace coordinating facility that schedules, coordinates, and de-conflicts all DoD, NASA, and Civil LOA holder test and training missions utilizing activated R-2508 Complex shared use airspace. Coordinates the activation, release, and recall of all R-2508 Complex airspace (including R-2515) with FAA High Desert Combined Control Facility (E10), Los Angeles Center (ZLA), and Oakland Center (ZOA) based upon scheduled and real-time flight activities and hazardous ground operations. Assists in the scheduling of large force exercises and works closely with Public Affairs, National Park Service, US Forest Service and Bureau of Land Management for researching low level flight and noise complaints. Provides R-2508 Complex user briefings to military, civilian organizations, aircrews, ATC controllers, and MRU controllers. The CCF provides over-flight altitudes based upon scheduled activities for the internal restricted areas to SPORT, E-10, ZLA and ZOA on a daily basis.

1.7. 412 Range Squadron (412 RANS).

1.7.1. Provides range support, to include mission control or real-time data processing and display, precision impact range area (PIRA) control, radar fidelity, geometric Range Control, bombing targets with scoring, Dual Air-to-Ground Range and targets, gunnery scoring, aerial delivery systems recovery, electronic countermeasure and avionics functional check facility, takeoff and landing photographic optical facilities, photographic resolution range, and optical tracking system as scheduled based upon program priorities as identified by the 412 TW Scheduling office.

1.7.2. Provides Data Acquisition and Transmission Service (DATS), which is the microwave data and communication link, telemetry, video receive, record and display delivered by telemetric services including China Lake, North, South, East, West, and Palmdale DATS, and mission control facilities.

1.7.3. Provides telemetry post-flight services, as scheduled.

1.7.4. Operations Duty Officer (ODO) and Range Control Officer (RCO). ODOs and RCOs from the 412 RANS are responsible for implementing real-time changes of range assets to the daily schedules. ODO is responsible for overseeing all daily range operations to include the de-confliction and prioritization of range resources. RCOs are assigned as primary representatives to specific programs to ensure proper support and coordination of range resources. The mission specific RCO directs the activities of the range support

disciplines to support a specified test mission. The RCO ensures that all resources are identified and scheduled for support; and that the systems, equipment, airspace, have been coordinated and are in an operational posture when required. The RCO conducts real time range support operations in control rooms. The ODO and RCO positions are manned between 0600-1600L on workdays and on an as needed basis at other times.

1.7.5. 412 RANS Data Production Analyst (DPA). The 412 RANS assigns DPAs to specific programs to ensure proper support and coordination of data products and will work with the ODO to ensure programs are supported based upon the weekly priority given.

1.7.6. 412 RANS/ENRB Range Budget Analyst. The Range Budget Analyst will process applicable range asset cancellation charges IAW applicable regulations.

1.8. 412 Operations Group Commander (412 OG/CC). In coordination with the 412 Maintenance Group Commander (412 MXG/CC), and as delegated by the 412 TW/CC, will set scheduling policies and timelines, and adjust priorities as required. The 412 OG/CC manages daily execution of the schedule and makes all necessary day-of changes to meet mission needs within the constraints of policies and guidelines established within this document.

1.9. 412 MXG/CC. Will set scheduling policies with the 412 OG/CC, provide aircraft, gun harmonization range, and airborne test instrumentation pre- or post-flight services as coordinated in the Long Range Planning Meeting, the Systems Engineering Board meeting, and the Monthly Production Meeting.

1.9.1. The 412 Maintenance Operations Squadron, Programs and Resources Flight (412 MOS). Will process applicable aircraft charges IAW applicable regulations.

1.9.2. The 412 Maintenance Squadron (412 MXS). Will provide munitions handling and storage for testing and operating agencies as scheduled. Munitions forecasting and allocation management is defined and managed in *EAFBI 11-212, Munitions Requirements for Aircrew Training and Test* and the process for managing allocations by MXS is defined in *AFI 21-201, Conventional Munitions Maintenance Management*.

1.9.3. The 412 Maintenance Instrumentation Organization. Will work with 412 Test Instrumentation Squadron to ensure modifications are coordinated with maintenance supervision and supported IAW guidance provided by the Long Range Planning Meeting, the Systems Engineering Board, and the Monthly Production Meeting in order to meet customer needs for aircraft modification.

1.10. 412 Test Engineering Group (412 TENG). Will provide thrust stands, television display, videotaping services, instrumentation design, modification, and CCB support as scheduled to meet on-time customer requirements.

1.11. 412 Test Management Group (412 TMG). Will provide a project management schedule product to assist 412 TW Scheduling with forecasting and prioritization. Program status can also be provided by Program Managers or Directors of Projects who are matrixed from 412 TMG to individual Combined Test Forces (CTFs).

1.12. 412 Test Instrumentation Division (412 TENG/ENI). Will work with 412 Maintenance Instrumentation to ensure completion of designs and modifications occur and are supported

IAW guidance provided by the Long Range Planning Meeting, the Systems Engineering Board (SEB), and the Monthly Production Meeting in order to meet customer needs for aircraft modification.

1.13. 412 Medical Group (412 MDG). Will provide medical standby alert as requested and scheduled to meet customer needs.

1.14. 412 Civil Engineer Transportation Directorate (412 TW/CE). Will provide standby fire-fighting services as scheduled to meet customer needs.

1.15. 412 Logistics Readiness Division (412 LGR). Will provide fuel support as scheduled to meet customer needs.

1.16. Unit Schedulers. Will request and coordinate all activities, whether air or ground, through 412 TW Scheduling and/or 412 OSS/OSOS Current Operations & Real-Time Operations dependent upon the scheduling timeline in section 3. Will ensure all support requirements for each mission are entered into CSE. Will load pertinent information (i.e. mission title, CALLSIGN) into Center Ops Online (COOL).

1.17. 412 Test Wing Safety Office (412 TW/SETR). Provides a range safety officer (RSO) or representative for 412 TW missions or programs requiring RSO functions to include weapons safety footprints, cargo drop footprints and unmanned air vehicle (UAV) flight termination system (FTS) support. The FTS support includes planning and validation of FTS requirement for systems used on National Ranges.

## **2. Scheduling Guidelines:**

2.1. All agencies assigned to EAFB utilizing 412 TW flight test resources, airspace and airfield facilities will utilize the following procedures for scheduling. When more than one resource will satisfy the requirements, indicate all alternative options in the Resourced Notes of the request. Backups will be so designated in mission and sortie titles in CSE by annotating a (P) for the primary mission and a (B) for the back-up mission. Missions requiring multiple consecutive back-up days require 412 OG/CC approval. 412 OSS/OSOS Current Operations will consider only those projects having 412 TW approval and which are supplemented by sufficiently detailed plans for proper scheduling. Project documentation must be in the hands of all support and control agencies in advance of scheduling the mission. Incomplete requested missions may not be considered if lacking sufficient details to de-conflict high demand resources.

2.2. Telemetry Support and/or Requests. When telemetry resources are required to support a flight or ground activity, schedulers will request and coordinate these assets in CSE. 412 OSS/OSOS Current Ops will de-conflict telemetry between EAFB units and ultimately with all regional users through the Integrated Frequency Deconfliction System (IFDS).

2.3. Precision Impact Range Area (PIRA). Project managers will provide all release profiles, parameters, and ballistics data for missions involving weapons or parachute testing in the PIRA to the 412 TW/SETR RSO or designated representative no later than (NLT) 2 weeks before the planned mission. 412 TW/SETR RSO will coordinate mission, weapons, or parachute parameters with 412 RANS RCOs and Chief, PIRA Operations in sufficient time to support planned mission.

2.4. Over-Flight Restrictions of Detachment 7, Air Force Research Laboratory (AFRL) and the PIRA. If missions or activities require over-flight restrictions of the AFRL or the PIRA schedulers will annotate details of this requirement in CSE on initial input and coordinate with 412 OSS/OSOS Current Operations. 412 OSS/OSOS Current Operations will re-coordinate scheduled AFRL missions prior to execution, whereas 412 OSS/OSOS Real-Time Operations will coordinate all real-time changes or cancellations during execution.

2.5. Closure of On-Base Roadways. If a mission poses potential hazard to roadways (i.e. Mercury Blvd), the unit scheduler will identify this at the Wed 1200L weekly scheduling meeting, NLT the week prior to execution. The unit scheduler will coordinate road closure requirements with 412 OSS/OSOS Current Operations to facilitate test mission completion. Missions requiring road closure Monday-Sunday between 0600-0800L and/or 1530-1700L require approval of the 412 OG/CC, which may be granted at the Wed 1200L weekly scheduling meeting, NLT the week prior to execution. During these time frames, missions will only be approved for exceptional circumstances and require coordination between 412 OG/CC and AFRL. 412 OSS/OSOS Current Operations will notify appropriate agencies, to include AFRL, of road closures NLT 1400L the day prior to the closure. 412 OSS/OSOS Real-Time Operations will coordinate day of road closure slips and cancellations.

2.6. Airfield Operations During Non-Duty Hours. Current airfield hours are published in the DoD Flight Information Publication (FLIP) Instrument Flight Rules (IFR) Supplement. Airspace normal operating hours are listed in *EAFBI 13-100, Flying and Airfield Operations*. Deviations from these will be published in a NOTAM.

2.6.1. Requests for airfield operations support during scheduled closure periods must be coordinated by 1100L three business days prior (72 hours minimum) to the planned event by completing an AHSR in CSE. Back up days shall be requested at the same time to ensure adequate notification. Back up days will be clearly marked as such.

2.6.2. Any changes or cancellations to approved after-hours operations must be coordinated through the 412 OG/CC as soon as possible but NLT 24 hours prior to the event, if possible. 412 OSS/OSA will publish NOTAMs to alert airfield users of the change in hours.

2.7. Unit schedulers will not schedule aircraft returning from off station on Sundays or holidays for flight the following day. Exceptions require approval of the 412 MXG/CC and 412 OG/CC.

2.8. Range Support Release (RSR). Test agencies or their representatives shall release all scheduled resources or portions of scheduled resources any time they are deemed no longer needed based on changes to test objectives, missions, or schedules. Test agencies shall provide RSR information to 412 OSS Real-Time on the day of the mission. 412 OSS Real-Time will relay this information to the Range ODO.

2.9. Hazardous Tests. Test missions which have been designated as hazardous, either medium or high risk, must be identified in CSE. Unit schedulers will annotate hazardous tests in the mission title using the designation "HAZ TST XX-XXX," where the Xs indicate the safety package number.

2.10. Air Show Practice Procedures.

2.10.1. Unit Responsibilities. Individual units will request air show practices through 412 OSS/OSOS Current Operations via CSE or an EDWARDSAFB Form 5016. Schedulers will designate air show practices over the airfield in CSE as "air show practice" in the mission title with airfield closure time in the scheduling notes under the aircraft. For air show practices flown in the Military Operating Areas (MOA), schedulers will include "air show practice" in scheduling notes under aircraft and not in the mission title. Pilots may fly air show practices in conjunction with test or test support missions and schedulers will annotate "air show practice" appropriately in CSE.

2.10.1.1. Schedulers shall normally schedule air show practice over the field after 1600L to minimize the effect on USAF Test Pilot School launches and recoveries. Schedulers shall keep in mind, 412 TW Scheduling will schedule a minimum of 15 minutes between airfield closures to launch and recover other aircraft.

2.10.1.2. To ensure all flying units are aware of approved air show practices, the Air Show Chairman or designated representative will coordinate with the 412 OG/CC for an approved closure to conduct air show practice IAW the airspace waiver request. The Air Show Chairman will notify 412 OSS/OSA for NOTAM action to publicize the closure to the flying community.

2.10.1.3. Air Show practice will be conducted IAW the approved airspace waiver request. An airspace NOTAM will be issued to identify specific airspace restrictions during the identified practice times.

2.10.2. Delays and/or changes. 412 OSS/OSOS will be responsible for de-confliction of air show practices. If a flight is delayed and cannot be completed within the designated time block, it will either be re-scheduled or canceled. Air Show Chairman must obtain 412 OG/CC approval to re-schedule or add-on. After the change is approved, the Air Show Chairman will confirm the change with 412 OSS/OSOS Real-Time Operations, who will amend the CSE schedule and alert Airfield Management Operations.

2.10.3. Aircrew Responsibilities. Aircrews will ensure the Air Show Chairman and Air Boss are aware of the specific airspace requests to encompass requirements for the practices within the airspace waiver. Air Show practice briefings shall be coordinated by the Air Show Air Boss. Agencies such as Airfield Operations Facilities (Airfield Management Operations and Tower), Fire Department, Security Forces, Weather, etc. concerned with the scheduled events will be in attendance. The aircraft commander or flight leader will brief the agencies on specifics (altitude, discrete radio frequency for tower, safety observer and air show profile). The aircraft commander or flight leader will notify the Air Boss of any delays as soon as possible.

2.11. Requests for OffBase Range Support. In order to ensure all supporting agencies are informed of changes, 412 OSS/OSOS Current Operations will confirm off-base support requirements. Units utilizing off-base range support (China Lake, Point Mugu, Vandenberg, Nevada Test & Training Range, etc.) must provide specific range/resource information in CSE, along with mission data. 412 OSS/OSOS Current Operations will confirm support during day prior coordination.

2.12. Airspace Scheduling. Aircrew, project engineers or directors, and unit schedulers shall request only the resources required for mission accomplishment. This includes the MOAs,



Restricted Areas, Ranges, and R-2515's ASU. Both unit schedulers and 412 OSS/OSOS must be proactive in providing guidance and be responsible to enforce resource scheduling procedures.

2.12.1. The following procedures are to be used for cross country, out and back, or flights conducted partially outside of R-2508 (round robins) requiring use of *DD Form 175, Military Flight Plan*. This process will clarify airspace scheduling procedures upon departure or return to base (RTB).

2.12.1.1. Aircraft from EAFB or Air Force Plant 42 departing or arriving on a *DD Form 175* and not requiring SUA or ASU will list only *DD Form 175* in CSE as the sole resource. No other airspace needs to be scheduled.

2.12.1.2. If SUA or ASU is required on departure or RTB, list airspace requirements with associated altitude and time in CSE. Do not list *DD Form 175*.

2.12.1.3. When predicting use of "Palmdale Pattern" only, select the Palmdale Pattern option and file a *DD Form 175*.

2.12.2. Airspace Changes. The FAA requires 2 hours advance notice to activate MOAs and 15 minutes to activate restricted areas when the airspace has been released for joint use. Coordinate request through CCF. Outside normal duty hours, project managers and aircrews shall contact the CCF for revisions to airspace requirements, cancellations or slips.

2.13. Link 16. Requests for Link 16 testing will include date and time of test, all aircraft or ground stations involved (both on/off range and CTF assets), total Time Slot Duty Factor (TSDF) for all participants, Network Design Load (NDL), and the crypto key short title. This includes the ground vans operated by the 412 RANS. These will then be placed into the geographical Link 16 scheduling web site by 412 OSS/OSOS Current Operations. These requests will be de-conflicted utilizing the standard 412 TW priority system and scheduling timelines (para 5). Any conflict with other military and commercial agencies within 100 nautical miles of mission work area will be worked by 412 OSS/OSOS Current Operations the day prior to mission day. De-confliction measures include the utilization of different crypto keys, different network loads, adjusting TSDF, or shifting of mission times.

2.14. Quiet Hours. Quiet Hours are requested for ceremonies/events or to comply with noise abatement rules during specified time periods as directed by the 412 OG/CC. The quiet hours request process shall be completed as follows:

2.14.1. Requesting agency shall make a formal request for quiet hours NLT 2 weeks prior to the ceremony/event through 412 TW Scheduling.

2.14.2. Specific details required to process the approval are: purpose for the request (e.g. Change of Command, Retirement Ceremony, etc.), Date, Time, and Location (relative to the airfield) of Event.

2.14.3. Requesting agency shall accomplish required coordination with 412 TW Scheduling by completing an Electronic Staff Summary Sheet processed via email (Attachment 6).

2.14.4. The 412 OG/CC is the final approval authority. Once approved, 412 TW Scheduling will notify 412 OSS/OSA which shall post the appropriate NOTAM no earlier than 5 calendar days prior to the event.

2.15. To reduce the demand on available tunable UHF radios at the range communications switch, the identified non-tunable UHF frequencies assigned to each unit will be scheduled first, with any remaining unit-assigned frequencies used only as needed. A current list of non-tunable and tunable UHF frequencies will be available at 412 OSS/OSOS.

2.16. Priority.

2.16.1. General. CTF's will submit their unit daily test program, project, and proficiency prioritization on a separate spreadsheet in conjunction with CSE timeline requirements, two Fridays prior to the flying week. Summarize program timeline status with explanatory details. 412 TW Scheduling will determine priorities based upon program status provided by 412 TMG and will meld all inputs into a 412 TW priority by the following Monday 1200L. 412 TW Scheduling will adjust support requirements to ensure maximum utilization of resources. Missions moved by 412 OSS/OSOS Current Operations based on resource availability, SUA, or ASU saturation will maintain their priority. Scheduling conflicts which cannot be resolved by 412 OSS/OSOS Current Operations will be referred to the 412 OG/CC or placed in stand-by.

2.16.2. Ground Test Priority. Test and test support flights will have priority over ground tests. Non-test flights may have priority over ground tests with 412 OG/CC (or designated representative) approval.

2.17. Mission Numbers. A four-digit number identifies missions on the schedule. Multiple sorties within a given mission package will be further identified by a numeric suffix beginning with -1 for the primary aircraft and followed by -2, -3, etc., for subsequent aircraft in the mission. With the exception of spare aircraft, once a mission number is published or added to the approved daily schedule, the mission is accountable as either flown, cancelled, or completed. For units planning missions that will utilize the same airframe with multiple departure (i.e., "turn") times in a given day, unit schedulers will schedule airspace and altitudes to reflect predicted multiple mission requirements.

2.18. Schedule Changes/Adds/Cancel. All changes, adds, or cancellations shall be reported promptly to 412 OSS/OSOS Current Operations and/or Real-Time Operations to allow maximum opportunity to coordinate and reschedule resources. Normal requests for add-ons and changes will be accepted by 412 OSS/OSOS Current Operations before 1100L on the workday prior to the mission and will be considered first-come, first-served and scheduled on a strictly non-interference basis with the previously scheduled missions. Exceptions for priority add-ons require 412 OG/CC and 412 MXG/CC approval, and will be coordinated through 412 TW Scheduling. However, resources requiring long lead-time may be added on as soon as requirements are identified and coordinated through 412 OSS/OSOS Current Operations, 412 TW Scheduling, and 412 OG/CC.

2.19. Not Available (NA) Aircraft. Aircraft operations resources not available for the flying schedule will be coded as NA01 in CSE and run consecutively (i.e. NA01, NA02, NA03) based upon priority for fill for each mission design series (MDS). Aircraft in NA status

against the weekly schedule that become available for the daily schedule prior to 1200L on the day prior will be considered an add-on and retain mission priority.

2.20. Standby (SB) Resources. Resource requests other than aircraft which exceed resource availability will be placed in SB status. Missions will be hard scheduled. Resources will be filled as they become available.

2.21. Reimbursement Policy for Schedule Cancellations. Funding provisions for cancellations are contained in DoD 7000.14-R, *Financial Management Regulation* and applicable AFTC regulations. In general, they provide for charging to the project those costs associated with test and test support mission cancellations.

2.21.1. 412 OSS Real-Time will use the Cost Recovery Decision Chart (CRDC) (Attachment 2) to establish who will pay for the mission cancellation, including off-range cancellations. Sympathetic cancellations will be given the same CRDC code as the mission causing the cancellation. Users may be liable for costs incurred for test or test support mission cancellations and aborts after 1200L the workday prior to the scheduled mission.

2.21.2. On the workday following each test or test support mission cancellation (mission symbols O-4, O-5 and O-6 reimbursable), 412 OSS Real-Time will determine the primary reason for cancellation and assign a cancellation code from the CRDC. 412 OSS Real-Time will coordinate with Range ODO to determine which primary range assets were affected by each cancellation. A test mission cancellation report will be generated daily to record each determination and to charge for cancellation costs that have been incurred by the test project. Any disputed reasons for cancellation that cannot be resolved by 412 MOS/MOO or 412 OSS Real-Time will be referred to 412 OG/CC.

2.21.3. Off-Range Cancellation Policy.

2.21.3.1. If the off-range mission should cancel as a result of a decision made by the test requester or the non-availability of a resource provided by the test requester, the test program is charged for the cancellation costs.

2.21.3.2. If an off-range mission should cancel as a result of the non-availability of a scheduled or required 412 TW resource, the 412 TW would absorb the off-range cancellation costs.

2.21.3.3. Priority Bumping. Users may be liable for off-range cancellation charges incurred to another program as a result of priority bumping. If a program with a higher priority schedules a mission causing another program to cancel an off-range mission due to lost resources, the off-range cancellation costs will be assumed by the priority program. When an off-range mission is put in jeopardy, 412 OSS/OSOS Current Operations will notify the priority user operations officer of the liability for a final decision on bumping. The requesting unit operations officer will respond to 412 OSS/OSOS Current Operations by 1500L to enable maximum coordination.

2.21.4. Financial liability will not usually exceed the direct costs incurred except for special purpose facilities scheduled in advance for a specific period. In this case, liability may also include lost reimbursements, unless the test and evaluation activity is able to

schedule a substitute workload. Specific cancellation charges are listed in the 412 TW Product Identification Number (PIN) Rate Catalog.

2.22. Off-Base Aircraft. All off-base aircraft requesting the use of R-2515 shall be reported in CSE by 412 OSS/OSOS Current Operations and/or Real-Time Operations, or the R-2515 Airspace Manager to ensure an accurate count of aircraft utilizing R-2515 airspace.

2.23. Airstart Scheduling. During the summer months (1 June - 30 September), airstart missions shall be scheduled to land NLT 1100L. This is to protect the responding maintenance crews from thermal injury and remain in compliance with applicable Environmental Safety and Occupation Health Compliance Assessment and Management Program (ESOH CAMP) standards. All airstart requirements shall be addressed during the weekly scheduling meeting (held 1200L, every Wed prior to execution), with notifications being made during the Quarterly Scheduling Meeting.

2.24. Airlift Loads. Details for airlift loads shall be entered into the CSE aircraft notes to include type and quantity, weight of each load, a station number and side of aircraft (left or right) and time for upload or download.

2.25. Local Fly Window & After Hours Support Request (AHSR) Process. The local fly window is coordinated between the 412 OG/CC and 412 MXG/CC at the weekly scheduling meeting. Planned operations outside of the coordinated local fly window require submission of an AHSR to 412 TW Scheduling for coordination.

2.25.1. Requests for SPORT outside normal hours (reference *EDWARDSAFBI 13-100*) must be coordinated by 1100L three business days (72 hours minimum) prior to the planned event by completing an AHSR through Center Scheduling Enterprise (CSE). Should the AHSR be for more than one day, SPORT may have to adjust personnel shift schedules; in this case, the AHSR must be submitted not less than 2 weeks prior in order to ensure support.

2.25.2. Any unique AHSR for weekend, second- or third-shift refueling must be pre-coordinated by 1100L three business days prior (72 hours minimum) to ensure support.

2.26. Ground Test Operations (GTO). A GTO is defined as a scheduled test of an aircraft or its systems that is performed on the ground. The event must be in support of an approved test program. The pre-test and post-test actions are included in the GTO. When 412 TW aircraft are utilized for non-flying missions, they will be scheduled through the normal weekly or daily process and assigned a mission number by CSE. GTOs associated with a flying mission may be conducted under the flight mission number.

2.27. Temporary-2 (T-2) Modification Schedules. Particular attention will be paid to early notification of potential modifications and preliminary package briefing to the Configuration Control Board. Project officers will coordinate with Plans, Scheduling, & Documentation (PS&D) and the T-2 Mod Division (412 MXG/MXI) to ensure that schedules are adjusted to meet test program requirements with minimum delay. Project officers will keep PS&D advised when project or instrumentation work other than T-2 mod is forecasted or being accomplished by project personnel.

2.28. Functional Check Flights (FCFs) and Operational Check Flights (OCFs). After coordination between the affected Aircraft Maintenance Unit (AMU) and Maintenance

Quality Assurance (412 MXG/MXQ), the flying unit will coordinate with 412 TW Scheduling to schedule FCFs and OCFs. FCFs and OCFs will be incorporated into the real-time schedule and, when flown, will be considered flown as scheduled. 412 OSS/OSOS Real-Time Operations will load data into CSE. The Maintenance Operations Center (MOC) will update the Integrated Maintenance Data System (IMDS) after the aircraft launches. Additional considerations for flying FCFs refer to *AFI 21-101 Aircraft and Equipment Maintenance Management, para. 8.16.5.1.1* and T.O. 1-1-300.

2.29. Crew Ready and Aircraft Turn Times. Normal crew ready is 1 hour prior to scheduled departure time for all USAF-owned aircraft. Normal turn times are as follows:

**Table 1. Normal Turn Times by Airframe**

<b>Airframe</b>	<b>Normal Turn Time (hrs)</b>
F-16 (Shadow – 445 FLTS)	2.0
F-16 (Falcon – 416 FLTS)	3.0
T-38	1.5
C-12	1.5
F-35	3.0
F-22	3.0
Bombers & Tankers <sup>1</sup>	4.0
Heavy & Cargo	2.0
<b>Note:</b> <sup>1</sup> 3.0 hr turn time for 412 FLTS tanker	

2.30. Aircraft interchanges (tail swaps) should be used to prevent reconfigurations and unnecessary work expenditures when the primary aircraft is not mission capable by its scheduled takeoff time. Every effort will be made to make interchanges at the 1300L daily maintenance production meeting the day prior to the scheduled day.

### **3. Scheduling Procedures:**

3.1. Schedule Timelines are detailed below and follow a progression from long-term planning (strategic) through forecast schedule operations (operational) to daily schedule operations (tactical). These are summarized in Attachment 3 and Attachment 4.

3.2. Long-Term Planning (Strategic). The ability of maintenance to meet operational requirements is accomplished through negotiated schedules. Long-term planning specifies broad objectives for flights in terms of sorties and flying hours and known or predictable maintenance needs. Long-term planning will be developed utilizing 412 TW Yearly Flying Program information.

3.2.1. The annual flying forecast from business managers is available in the Workload Forecast after the flying hour program is presented by 412 OG/CC. Unit business managers will validate Flying Actuals Approval and Billing (FAAB) by the 10th of each month. This will be used as a starting point for all schedule activities.

3.2.2. Quarterly Look. Approximately 6 weeks prior to each new quarter (third Wednesday of Nov/Feb/May/Aug), in conjunction with the weekly scheduling meeting, a look ahead will be conducted for the next quarter's plan of sorties.

3.2.3. Monthly Look. Each Wednesday, in conjunction with the weekly scheduling meeting, the next four weeks' resource projections will be coordinated with the AMUs and AMXS supervision. 412 OSS/OSOS will submit the monthly schedule to the 412 OG/CC and 412 MXG/CC for approval and published not later than the last day of the previous month.

### 3.3. Forecast Schedule Operations (Operational).

3.3.1. Initial Input. Users at the squadrons or agencies needing 412 TW resources accomplish the initial input to the flying schedule.

3.3.1.1. Users with access to CSE. Requesting agencies will submit their weekly requirements via the scheduling software tool, currently CSE, by 1500L Friday, 2 weeks prior to the forecast week. Adjustments to this timeline will be posted on the CSE Homepage.

3.3.1.2. Users without access to CSE. Requesting and/or off-base agencies who do not have access to CSE will submit weekly requirements by 1200L Friday, 2 weeks prior to the forecast week to the ROC. Requests will be submitted on EDWARDSAFB Form 5016, Weekly Aircraft and Air/Ground Support Requirements Schedule. Forms must be accurate and complete to ensure timely processing.

3.3.1.3. Other users. Agencies requesting classified mission support will submit requirements by 0800L on the Monday prior to the forecast week to 412 TW Scheduling. Submit mission support requirements on EDWARDSAFB Form 5016, or approved alternate, with the appropriate classification markings.

3.3.1.4. In order to facilitate a conflict-free schedule, requesting agencies shall de-conflict all resources within their unit prior to submitting their schedule to CSE. To reduce conflicts, congestion and demand for R-2515's ASU, units may utilize CSE's Resource Demand Report to view other units' predicted use of ASU which will aid in developing a de-confliction plan to support mission requirements. For local conflicts, 412 OSS/OSOS Current Operations will notify the involved CTF operations officers for resolution. If the operations officers are unable to resolve the conflict, 412 OSS/OSOS Current Operations will contact the 412 OG/CC, or designated representative, for resolution.

3.3.2. Preliminary Weekly Schedule. The preliminary weekly schedule will be available for viewing in CSE to all 412 TW agencies after 1500L Friday, 1 week prior to the forecast week. On Tuesday, 1330L 412 TW Scheduling, MX schedulers, CTF schedulers and/or directors of operations of CTFs requiring the use of F-16/T-38 aircraft meet to develop a priority/de-confliction plan for these assets and required configurations for the following week. At the Wednesday, 1200L weekly scheduling meeting, applicable 412 TW agencies will meet face-to-face to de-conflict and resolve the 412 OG and 412 MXG sortie plan, range, ASU areas, aircraft assignment and priority issues IAW AFMCI 21-165. In addition to the forecast week, an additional 3-week rolling schedule "look ahead" will be previewed. 412 OSS/OSOS Current Operations is authorized, in coordination with the affected participant, to move mission takeoff times (not to exceed 30 minutes) to obtain necessary support. (Note: missions restricted to a specific time must indicate this on their schedule requests in CSE under maintenance notes).

3.3.2.1. Prior to submitting an “add-on” to the preliminary weekly schedule or slipping an existing scheduled mission, the requesting agency will use the resource demand report in CSE to minimize the impact to scheduled missions.

3.3.2.2. For missions more than one day out from execution, units shall submit changes/adds/cancellations to the 412 OSS/OSOS Current Operations Org Box (412 OSS/OSOS <[s531252@us.af.mil](mailto:s531252@us.af.mil)>). This box should only be used for changes/adds/cancels which do not affect day prior missions. Weekly changes will be processed for approval/disapproval at the convenience of 412 OSS/OSOS Current Operations.

3.3.3. Weekly Schedule. The weekly schedule will be completed by 1200L on Thursday prior to the forecast week and will be approved and signed by 412 OG/CC, 412 MXG/CC and 412 TW/CC (or their designated representative). After approval, 412 OSS/OSOS Current Operations will publish the weekly schedule.

#### 3.4. Daily Schedule Operations (Tactical).

3.4.1. Mission Confirmation Procedures. Missions on the weekly schedule must be confirmed by the requesting agency with the 412 OSS/OSOS Current Operations Scheduler by 1100L on the workday prior to the scheduled operation. Requests for add-ons, changes, and cancellations will be accepted up until this time. Any project-generated mission cancellation occurring after 1200L is subject to cancellation charges as outlined in paragraph 2.21.

#### 3.4.2. Daily Coordination Procedures.

3.4.2.1. NLT 1100L, day prior to execution. Prior to 1100L add-ons, major time or configuration changes (external tanks, weapons, fuel loads, etc.) may be made. After 1100L, no add-ons, major time or configuration changes (external tanks, weapons, fuel loads, etc.) may be made to the next day’s schedule until the 1300L meeting. Cancellations will be accepted anytime.

3.4.2.2. 1100-1300L, day prior to execution. 412 OSS/OSOS Current Operations and maintenance schedulers begin de-confliction of the next day’s resources with local and off-base agencies. In order to alleviate peak traffic periods and avoid EOR and airspace saturation, 412 OSS/OSOS may adjust missions as resources allow to limit scheduled departure congestion. Normal limits are 7 simultaneously scheduled departures for End of Runway (EOR) support and 10 simultaneously scheduled departures for airspace saturation. These adjustments will not result in a loss of mission priority.

3.4.2.3. 1200L, day prior to execution. Any mission resources released after 1200L may be charged to the project concerned if subsequent add-on or standby missions do not utilize scheduled resources.

3.4.2.4. 1300L, day prior to execution. Daily meeting for final coordination of next day’s schedule. No changes will be accepted after completion of the meeting, without an approved *AF 2407* (unless exempted by Table 3.2 below). Cancellations will be accepted anytime and require an *AF 2407*. Cancellations after the daily meeting will be coordinated to the fullest extent possible, based on the time of cancellation and

availability of those resource providers (i.e. some offices may already be gone for the day).

3.4.2.4.1. *AF 2407 Process.* An *AF 2407* is required to be processed within CSE for any change made after the 1300L daily production meeting to the published 412 TW weekly or daily schedule involving:

**Table 2. Changes that Do Require AF 2407**

Adds
Cancellations
Aircraft or configuration changes <sup>1</sup>
Previously assigned to test or test support changing to training with no configuration changes (i.e. test to training)
Control room changes of one hour or more
East and/or West range changes of one hour or more
<b>Note:</b> <sup>1</sup> <i>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 (see Table 3.2).</i>

3.4.2.4.2. An *AF 2407* is not required for the following (all other changes will be coordinated through 412 OSS/OSOS Current Operations and/or Real-Time Operations as required):

**Table 3. Changes that Do Not Require AF 2407**

Change to the original printed takeoff time of 30 minutes or less
Replacing scheduled aircraft with published spares
Aircrew changes
Changes to non-exclusive airspace
Airdrop related changes to the cargo and/or passenger load of the aircraft

3.4.2.4.3. Certain situations which require an *AF 2407* require further approval of the 412 OG/CC and/or 412 MXG/CC (or their designated representatives):

**Table 4. AF 2407 Approval Requirements**

<b>Purpose</b>	<b>Required Approval(s)</b>	
Adds (aircraft or sorties)	412 OG/CC	412 MXG/CC
Cancellations	-	-
Aircraft or configuration changes	-	412 MXG/CC
Test to training	412 OG/CC	-
Add/change control room(s) (1 hour or more)	412 OG/CC	-
East and/or West range changes (1 hour or more)	412 OG/CC	-
Change to takeoff time (greater than 30 minutes)	412 OG/CC	412 MXG/CC
<b>Exception:</b> Non-412 TW owned or maintained aircraft do not require 412 MXG/CC approval (i.e. contractor maintained C-12 aircraft)		



3.4.2.4.4. The agency requesting the change initiates the *AF 2407* and coordinates it through the affected Production Supervisor, Munitions Operations, Squadron Operations, and Range ODO. All approval/coordination names, dates, times will be annotated on the *AF 2407*.

3.4.2.4.5. Aircraft configurations will be finalized at the daily maintenance production meeting. Configuration changes made after the 1300L daily production meeting for the next day's operations through mission execution require an *AF 2407* coordinated through the required agencies.

3.4.2.4.6. All completed *AF 2407* will be sent via e-mail in CSE using the "Form 2407 Distribution List".

3.4.2.4.7. 412 OSS/OSOS is responsible for notifying all support agencies of requested mission changes, regardless of whether an *AF 2407* is required or not. 412 OSS/OSOS may use the completed *AF 2407* to meet some or all of the notification requirements in order to prevent duplicate coordination.

3.4.2.4.8. Deviations. Deviations apply to the approved weekly flying schedule. Any change to the approved weekly flying schedule after 1600L Friday the week prior will be recorded as a deviation. Use of the *AF 2407* does not negate the recording of deviations.

3.4.2.5. 1500L, day prior to execution. 412 OSS/OSOS Current Operations will finalize and transfer the next day's schedule to 412 OSS/OSOS Real-Time Operations. Users will input call signs into COOL NLT 1500L. NOTE: No schedule adds or changes permitted after 1500L. Adds and changes with 412 OG/CC and 412 MXG/MOO (for aircraft) or designated representative approval resume at 0600L with 412 OSS/OSOS Real-Time.

3.4.2.6. 0600L, day of execution. Add-ons, major time or configuration changes (external tanks, weapons, fuel loads, etc.) may be made to the current day's schedule with 412 OG/CC and 412 MXG/MOO (or designated representative) approval. Real-time adds must be submitted through CSE. Changes must be telephoned to 412 OSS Real-Time. 412 OSS/OSOS Real-Time has the option to request a new mission submittal if the change is of such an impact that a formal CSE replacement mission is necessary.

3.4.3. 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 (handle disputes IAW 2.21.2.).

MICHAEL T. BREWER  
Brigadier General, USAF  
Commander

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010.

AFI 21-201, *Conventional Munitions Maintenance Management*, 22 May 2013.

***Prescribed Forms***

EDWARDSAFB Form 5016, Weekly Aircraft and Air Ground Support Requirements Schedule

***Adopted Forms***

AF Form 2407, Weekly/Daily Flying Schedule Coordination

DD Form 175, Military Flight Plan

***Abbreviations and Acronyms***

**ACP**—Airspace Control Plan

**AFTC**—Air Force Test Center

**AHSR**— After Hours Support Request

**AMC**— Air Mobility Command

**AMU**— Aircraft Maintenance Unit

**AOF**— Airfield Operations Flight

**ARMS**— Air Refueling Management System

**ASU**— Airspace for Special Use (i.e., PIRA, spin areas)

**CCF**— Central Coordinating Facility

**CONFORM**— Call Sign for 412 OSS Real-Time Operations/Command Post

**COOL**— Center Ops Online

**CSE**— Center Scheduling Enterprise

**CTF**— Combined Test Force

**DATS**— Data Acquisition and Transmission Service

**DoD**— Department of Defense

**DPA**— Data Production Analysis

**EOR**— End of Runway

**ETA**— Estimated Time of Arrival

**FAA**— Federal Aviation Administration

**FCF**— Functional Check Flight

**FLIP**— Flight Information Publications

**GTO**— Ground Test Operations  
**IAW**— In Accordance With  
**IFDS**— Integrated Frequency De-confliction System  
**IFR**— Instrument Flight Rules  
**JON**— Job Order Number  
**LOA**— Letter of Authorization  
**MAJCOM**— Major Command  
**MOA**— Military Operating Area  
**MOC**— Maintenance Operations Center  
**MRU**— Military Radar Unit  
**NA**— Not Available Aircraft  
**NASA**— National Aeronautics and Space Administration  
**NLT**— No Later Than  
**NOTAM**— Notice to Airmen  
**OCF**— Operational Check Flight  
**ODO**— Operations Duty Officer  
**PIN**— Product Identification Number  
**PIRA**— Precision Impact Range Area  
**PS&D**— Plans, Scheduling, & Documentation  
**RCF**— Radar Control Facility  
**RCO**— Range Control Officer  
**RSO**— Range Safety Officer  
**RSR**— Range Support Release  
**RTB**— Return to Base  
**SB**— Standby  
**SEB**— Systems Engineering Board  
**SPORT**— Call Sign for 412 TW Military Radar Unit  
**SUA**— Special Use Airspace  
**TACC**— Tactical Airlift Control Center  
**TFR**— Temporary Flight Restriction  
**TPS**— Test Pilot School  
**TRACON**— Terminal Radar Approach Control

**TRANSCOM**— Transportation Command

**UHF**— Ultra High Frequency

**USAF**— United States Air Force

**USN**— United States Navy

## Attachment 2

## COST RECOVERY DECISION CHART (CRDC)

Table A2.1. Cost Recovery Decision Chart (CRDC)

<b>CODE</b>	<b>DEFINITION</b>	<b>DESCRIPTION</b>
<i>412 TW Absorbs Cost if Mission is Cancelled for:</i>		
A1	Weather	Adverse weather on- or off-station
A2	Range	On- or off-site range resources (e.g., range, radar, control room, telemetry frequency, microwave relay, etc.) not available, malfunctioning, or otherwise unable to support mission.
A3	Operations	Support aircrew and/or aircraft not available, higher priority mission (HPM), quiet hours, static display, airfield closure, etc.
A4	Supply	Parts provided by Air Force supply system not available.
A5	Special Instrumentation	Failure of required SI internal or external to the aircraft.
A6	Maintenance	Aircraft system and/or test item malfunction on EH-coded aircraft.
<i>Customer/Test User Pays if Cancelled for:</i>		
C1	Project	Test requirements change, aircraft reconfiguration, test completed, data study and/or reduction, safety coordination not complete, software malfunction for software test, etc.
C2	Modification	Aircraft and/or SI modification not complete (except for maintenance non-delivery).
C3	Operations	Test project aircrew not available, project-scheduling decision, ground spare etc.
C4	Supply	Project test item not available (e.g., test engine, project pod, etc.)
C5	SI	Project history files not current, project-owned diagnostic pods inoperative, etc.
C6	Maintenance	Aircraft system/test item malfunction on other (Project/Contractor) than EH-coded aircraft
C7	Priority Bumping	Program with higher priority schedules a mission causing another program to cancel an off-range mission due to lost resources.

## Attachment 3

## SCHEDULING PROCESS TIMELINES

Table A3.1. Scheduling Process Timelines

<b>FRIDAY</b>
<p><b>1200L, two weeks prior to execution week</b></p> <ul style="list-style-type: none"> <li>- Users without CSE access must submit requirements on <i>EDWARDSAFB Form 5016</i>.</li> <li>- Next week's schedule signed by 412 MXG/CC, 412 OG/CC, and 412 TW/CC, then posted.</li> </ul> <p><b>1500L, two weeks prior to execution week</b></p> <ul style="list-style-type: none"> <li>- Users with CSE access submit mission requirements to CSE. Submit unit prioritization to 412 OG/CC.</li> </ul>
<b>SATURDAY/SUNDAY</b>
<p><b>NOTE:</b> <i>Only reimbursable missions will be flown on weekends and/or holidays. Furthermore, aircraft returning from off station on Sunday and/or holidays will not be scheduled the following day. Exceptions require 412 MXG/CC and 412 OG/CC approval.</i></p>
<b>MONDAY</b>
<p><b><u>NLT 0800L</u></b></p> <ul style="list-style-type: none"> <li>- 412 TW priorities assigned.</li> <li>- Classified requests will also be made to receive full 412 TW priority.</li> </ul>
<b>WEDNESDAY</b>
<p><b><u>1200L</u></b></p> <ul style="list-style-type: none"> <li>- 412 OSS/OSOS Current Operations, CTF and TPS representatives meet to de-conflict and resolve the weekly OG/MXG sortie plan, range, aircraft assignment and priority issues. An additional 3-week rolling look ahead of resource requirements will be reviewed.</li> <li>- 412 OSS/OSOS Current Operations is authorized to move mission takeoff times and dates, in coordination with respective units, to obtain necessary support. (Exceptions: missions restricted to specific time/date must indicate this on their schedule requests in maintenance notes).</li> </ul>
<b>THURSDAY</b>
<p><b><u>1200L</u></b></p> <ul style="list-style-type: none"> <li>- Weekly schedule completed and submitted to 412 MXG/CC, 412 OG/CC, and 412 TW/CC for signature.</li> <li>- NA Report generated.</li> <li>- Major changes and adds that will affect previously scheduled resources will be coordinated on a first come first served basis according to priority assigned by 412 OG/CC or designated representative.</li> </ul>

## Attachment 4

## DAILY SCHEDULING PROCESS TIMELINES

Table A4.1. Daily Scheduling Process Timelines

<b>DAY PRIOR</b>
<p><b><u>NLT 1100L</u></b></p> <ul style="list-style-type: none"> <li>- Changes or add-ons accepted by 412 OSS/OSOS Current Operations.</li> <li>- Changes and/or add-ons will be coordinated first-come, first-served according to priority assigned by 412 OG/CC (or designated representative).</li> </ul> <p style="text-align: center;"><b>No adds accepted after 1100L without approval of 412 MXG/CC (for aircraft resources) and 412 OG/CC (or designated representatives).</b></p> <p><b><u>1100-1300L</u></b></p> <ul style="list-style-type: none"> <li>- Coordination process takes place between 412 OSS/OSOS Current Operations and resource providers.</li> <li>- Resources are confirmed.</li> </ul> <p><b><u>1200L</u></b></p> <ul style="list-style-type: none"> <li>- Last chance to cancel missions and delete resources without incurring cancellation charges.</li> </ul> <p>NOTE: Cancels will and shall be made at any time; however, cancellation charges may be incurred.</p> <p><b><u>1300L</u></b></p> <ul style="list-style-type: none"> <li>- Daily Schedule Run Down with all resource user representatives, resource providers, 412 OG/DOO, 412 MXG/CC (or designated representative), and 412 OSS/OSOS Current Operations.</li> </ul> <p><b><u>1500L</u></b></p> <ul style="list-style-type: none"> <li>- Schedule goes final and moves to 412 OSS/OSOS Real-Time.</li> <li>- Electronic schedule available to users.</li> </ul>
<b>REAL-TIME PROCESS TIMELINES</b>
<p><b><u>0600L</u></b></p> <ul style="list-style-type: none"> <li>- Add-ons and changes accepted with 412 OG/CC and 412 MXG/CC (or designated representatives) approval</li> </ul> <p><b>NOTE:</b> <i>Cancels will and shall be made at any time; however, cancellation charges may be incurred.</i></p>

## Attachment 5

## DEVIATION CODE LISTING

Table A5.1. Deviation Code Listing

<b>LVL 1</b>	<b>DEVIATION CODES</b>	<b>DEFINITION</b>
<b>AA</b>	AIR ABORT	Non-Completion of Mission After Takeoff, Any Reason Non IFE
<b>AD</b>	ADD	Any Mission Added After Weekly Cut-Off
<b>AI</b>	AIR ABORT IFE	IFE Only
<b>CX</b>	CANCEL	Cancellation of Mission
<b>ET</b>	EARLY TAKEOFF	Aircraft Which Departs More Than 30 Minutes Prior To Scheduled Takeoff Time On Daily Schedule
<b>FE</b>	IN FLIGHT EMERGENCY	IFE With No Air Abort
<b>GA</b>	GROUND ABORT	Non-Completion of Mission After Acceptance/Release to Aircrew
<b>LT</b>	LATE TAKEOFF	Any Aircraft Which Departs More Than 30 Minutes From Published Time Of Departure On Daily Schedule
<b>SP</b>	SPARE	Spare Used
<b>TS</b>	TAIL NUMBER SWAP	Change of Aircraft For Mission As Published On Daily Schedule
<b>LVL 2</b>	<b>CAUSE CODE</b>	
	<b>ATX</b>	AIR TRAFFIC CONTROL
	<b>CTR</b>	CONTRACTOR
	<b>GAG</b>	GROUND ABORT BEFORE ENGINE START
	<b>GBG</b>	GROUND ABORT AFTER ENGINE START, BEFORE TAXI
	<b>GCG</b>	GROUND ABORT AFTER TAXI
	<b>HQT</b>	HIGHER HEADQUARTERS, MAJCOM
	<b>HQP</b>	HIGHER HEADQUARTERS, OTHER
	<b>MTX</b>	MAINTENANCE
	<b>OPX</b>	OPERATIONS
	<b>SUX</b>	SUPPLY
	<b>SYX</b>	SYMPATHY
	<b>RNG</b>	RANGE
	<b>WXX</b>	WEATHER
	<b>OBR</b>	OFF BASE RANGE
	<b>PRJ</b>	PROJECT
	<b>XXX</b>	LOCAL OPTION
<b>NOTE:</b> Cause codes with X may be assigned any character for local use.		



## Attachment 6

## ELECTRONIC STAFF SUMMARY SHEET FOR QUIET HOURS APPROVAL

Figure A6.1. Electronic Staff Summary Sheet for Quiet Hours Approval

Org/Office Symbol	Type	Initials/Date
412 TW Scheduling	Coord	XYZ, dd Mmm YY
412 OG/CD	Coord	EVC, dd Mmm YY
412 OG/CC	Approve	EVC, dd Mmm YY
412 TW Scheduling	Coord	XYZ, dd Mmm YY
412 OSS/OSA	Action	ABC, dd Mmm YY

Task: Quiet Hour request for (Reason) – (DATE)

Suspense: N/A

POC: (Requesting Agency), Org/Contact Info

Purpose: Gain 412 OG/CC Quiet Hours Approval for (Reason).

Discussion: On (Date), (Org) requests the following:

Between the hours of (Start Time) and (End Time) (Date) aircrew will observe the following quiet hour restrictions. No engine run or taxi operations will be conducted in the vicinity of the ceremony (Hangar 1600, Main Base). No after burner takeoffs are authorized unless flight manual requirements dictate use of AB. Aircrew shall make every effort to takeoff and land outside of designated quiet hours if mission requirements will allow.

NOTE: Airfield Management will post a local NOTAM to advise ramp and operations personnel.

Date/Time/Location of Event: (DATE)/(Start Time-End Time)/(Event Location).

Recommend: OG/CC approval quiet hours for (Purpose).

Disposition: Return to (Org POC Contact Info).

///ic, 4 Jan 08///  
 I. Cando, 2Lt, USAF  
 412 OSS/OSA  
 235 S. Flightline Rd, Bldg 1202  
 Edwards AFB, CA 93524  
[cando.i@edwards.af.mil](mailto:cando.i@edwards.af.mil)  
 DSN: 527-6326  
 COMM: 661-277-6326

## Attachment 7

## CSE AIRSPACE SCHEDULING IDENTIFIERS

Figure A7.1. CSE Airspace Scheduling Identifiers

<b>(AC) ALPHA CORRIDOR</b>		<b>(ARSHN) SHOSHONE REFUELING AREA</b>	
R15	R2515	R15	R2515
BH	BUCKHORN	SHN	**SHOSHONE NORTH
<b>(BMSS)BLACK MTN SSC (500'-50K)</b>		T	PANAMINT
<b>Do not schedule Isabella for Navy FCFs</b>		<b>** If below FL180 sched Shoshone MOA</b>	
R15	R2515	(SPS)	SOUTH SPIN
BAW	BARSTOW WEST		11K-45K
I	ISABELLA	R15	R2515
<b>(CR) CORDS RD</b>		BH	BUCKHORN
R15	R2515	(LBS)	LAKEBED SPIN
BAE/BAW	BARSTOW EAST/WEST		6K-45K & 11K-45K
I	ISABELLA	R15	R2515
<b>(SS) HIGH ALTITUDE SSC (30K-50K)</b>		SPW-SPN	WEST SPIN/NORTH SPIN
<b>Do not schedule Isabella for Navy FCFs</b>			11-45K 6K-45K
R15	R2515	R15	R2515
BAW	BARSTOW WEST	I	ISABELLA
I	ISABELLA	(SPE)	EAST SPIN
<b>RAPTOR EAST/WEST</b>		R15	R2515
R15	R2515	<b>(TFDBT) DESERT BUTTE TFR</b>	
BRE	EAST RANGE	R15	R2515
BRW	WEST RANGE	I	ISABELLA
<b>(AROAL) COALDALE REFUELING AREA</b>		BAW	BARSTOW
R15	R2515	<b>(TFBMN) BLACK MTN TFR</b>	
S	SALINE	R15	R2515
T	PANAMINT	<b>(TFHAR) HARPER TFR</b>	
<b>(ARR15) EDWARDS REFUELING AREA</b>		R15	R2515
R15	R2515	I	ISABELLA
BAE	BARSTOW EAST	<b>(TFHAY) HAYSTACK TFR</b>	
BAW	BARSTOW WEST	R15	R2515
R2502E	R2502N R2524	BH	BUCKHORN
<b>(ARISB) ISABELLA REFUELING AREA</b>		<b>(TFRF1) ROUGH ONE TFR</b>	
R15	R2515	R15	R2515
I	ISABELLA	I	ISABELLA
O	OWENS	<b>(TFRF2) ROUGH TWO TFR</b>	
SEKI	**SEQ/KINGS CANYON	R15	R2515
<b>**Do not schedule if altitude is above FL180</b>		I	ISABELLA
<b>(ARTRI) TRIAD REFUELING AREA</b>		<b>(TFSAL) SALTDALE TFR</b>	
R15	R2515	R15	R2515
		BAW	BARSTOW WEST
		I	ISABELLA

R24	R2524		
R02N	R2502N		
<b>(ARLNS) LINUS REFUELING AREA</b>		<b>PB -1/2/3/4/7/8/9/10 /13/</b>	
R15	R2515	<b>BARBELL TARGET</b>	
T	PANAMINT	R15	R2515
<b>(LLSW) SIDEWINDER LL</b>		AC	ALPHA CORRIDOR
R15	R2515	BH	BUCKHORN (Not Predator)
I	ISABELLA	BRW	WEST RANGE
T	PANAMINT	<b>PB-5/6/11/12</b>	
O	OWENS	R15	R2515
S	SALINE	BH	BUCKHORN (Not Predator)
		BRE	EAST RANGE
		<b>DAGRAG</b>	
		R15	R-2515
		BRW	WEST RANGE
		BH	BUCKHORN
		<b>(HOUSE) HOUSING DZ</b>	
		R15	R2515
		<b>RADFAG/PHOTO &amp; INFRARED TACTICAL/RESOLUTION RANGE</b>	
		R15	R2515
		AC	ALPHA CORRIDOR
		BH	BUCKHORN
		BRE	EAST RANGE
		BRW	WEST RANGE
		<b>(FARM)FARM// (ENAD)ENAD// (SCHOOL) SCHOOL DZ</b>	
		R15	R2515
		AC	ALPHA CORRIDOR
		BH	BUCKHORN