

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

30TH SPACE WING INSTRUCTION 13-203



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Space, Missile, Command, and Control
WESTERN RANGE SCHEDULING

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This instruction establishes policies, procedures, and responsibilities for scheduling operations at the 30th Space Wing (30 SW) Western Range (WR). It defines the methods by which 30 SW resources are committed for range operations and maintenance. This procedure allows for the scheduling of Range User operational requirements in support of ballistic missiles, spacelift, surveillance, and aircraft test flights. The document implements AFII3-201, *Air Force Space Management*, dated 20 September 2001. The provisions contained in this instruction apply to all personnel and agencies requiring the use of WR controlled range resources. Refer recommended changes and questions about this instruction to 2 ROPS/DOS using AF Form 847, *Recommendation for Change of Publications*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 37-123 (will convert to AFMAN 33-363), Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

Range Scheduling Mission. The 2nd Range Operations Squadron Scheduling Flight (2 ROPS/DOS) is the single scheduling authority for all launches, launch associated tests, and internal range activities requiring Western Range and base support resources. The objective is to ensure that all test operations and associated data requirements are fully supported on the dates and times selected by the range user, or as close to the requested time as possible. Range Scheduling will honor each authorized schedule request consistent with mission priorities, range capabilities, economy of operations, funding availability, and established safety and security criteria.

Exemption Statement. The reporting requirement in this directive, 30 SWI 13-203, is exempt from licensing in accordance with paragraph 2.11.6 of AFI 33-324, *The Information Collections And Reports Management Program; Controlling Internal, Public, And Interagency Air Force Information Collections.*

SUMMARY OF CHANGES

This instruction has been revised to reflect administrative changes throughout. Our Maintenance Operations Coordination Center (MOCC) Website address was changed to <https://Mocc.Vandenberg.Af.Mil> vice [http:// et al.](http://et.al) Reference dates and content for DoD 3200.11 and AFSPC 10-213 have changed. For example the Current Launch Schedule Review Board (CLSRB) have changed to semi-annual meetings vice annual (paragraphs 4.3 and 4.3.1). There are no substantive changes for this 2-year review of 30 SWI 13-203.

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Chapter 1

GENERAL

1.1. Scheduling Philosophy. The 2d Range Operations Scheduling Flight (2 ROPS/DOS) serves as the 30th Space Wing impartial scheduling broker by considering all requests based on the following criteria. Launch and associated checkouts have the highest priority. In addition, major milestone critical path testing/operations will usually take precedence over non-launch test operations. Scheduling conflicts that arise during operations will be resolved by the Range Control Officer (RCO), Aeronautical Operations Control Officer (AOCO), Program Support Manager (PSM), or 2 ROPS/DOS, as appropriate. All other scheduling issues or conflicts will be resolved by 2 ROPS/DOS through negotiation (by direct contact with affected parties and/or support agencies) or other appropriate means as necessary to resolve the conflict.

1.2. Operating Policies.

1.2.1. Support commitment. Range resources are committed for support upon approval of the request and in accordance with applicable Operations Directives (ODs), internal test directives, message instructions, and verbal agreements which have been deemed necessary for ensuring the efficient use of range assets. Resources are allocated so that a maximum number of operational requirements can be supported safely. Range resources include, but are not limited to, instrumentation (telemetry, metric radars, command systems, optics, etc.), airspace, radio frequencies, support facilities, and base support services and activities.

1.2.2. WR operates primarily on a first-come first-served basis with exceptions. Launch and launch related milestone requests are processed in the order in which they are received. Other support requests, including internal range maintenance and testing, are scheduled based on range priorities and resource availability. All requirements for operational support by 30 SW assets will be requested through and scheduled by 2 ROPS/DOS.

1.2.3. Authorized Schedulers. Operational support requests will be accepted only from authorized schedulers who have been designated, in writing, by unit commanders or equivalent commercial project directors and submitted to 2 ROPS/DOS (Attachment 2).

1.2.4. Overtime. The 30th Space Wing is resourced to operate based on a 40-hour work week. Requests for overtime support by wing or Western Range Operations Communications and Information (WROCI) contractor personnel will not normally be accepted unless specifically approved by Commander 2d Range Operations Squadron (2 ROPS/CC). See paragraph 1.5.1. of this instruction for a full description of overtime rules, responsibilities, and exceptions.

1.2.5. Priorities. Launch, major launch milestone tests, critical maintenance activities and pre-launch calibration (L-1 day) checks normally will be assigned the highest priority followed by other range activities; to include preventative maintenance and periodic depot maintenance. The following general guidelines are used when determining range priorities:

1.2.5.1. Corrective maintenance, pre-launch, and launch support will normally take precedence over other schedule requests.

1.2.5.2. Critical milestone pre-launch certification operations that must be successfully completed on the dates requested, and are determined to be essential in meeting customer launch dates, shall have precedence over less time sensitive operations that, if scheduled for another period, would not result in a launch date change.

1.2.6. Additional factors such as inter-range support, communications, national urgency, orbital parameters, space or scientific achievement, DoD exercises, and planned maintenance activities will be strongly considered when determining scheduling priorities. Lastly, crew rest requirements for operations and maintenance personnel will be considered when scheduling any activity.

1.2.7. Pre-launch Calibrations (L-1 day checks) Scheduling. Pre-launch instrumentation calibration checks, contained in Operations Directive 6600 (Range Operations Tests), are normally scheduled during normal duty hours on the first workday preceding each launch. These checks will carry the same priority as the associated launch operation. It is range policy not to schedule L-1 day checks after normal duty hours, weekends, or holidays. After L-1 checks, the range shall be in a state of 'locked down for launch' that would preclude any change in launch configuration. Lock down configuration can only be waived by the 2 ROPS/CC/DO.

1.2.8. In an effort to more efficiently plan for overtime and other range contingencies, customers are required to submit all schedule requirements by noon Thursday a minimum of 2 weeks in advance of the planned date. Acceptance of requests after this cutoff date will be considered based on criticality, range priority, resource availability, and other factors as necessary to meet the Wing mission.

1.2.9. To maximize range resource utilization efficiency, the scheduling of requirements on a non-interference basis (NIB) is discouraged.

1.2.10. Similarly, users are requested not to schedule more range time than necessary. The practice of scheduling additional time in anticipation that problems may develop is prohibited. Inefficient scheduling of operations by users could impact accomplishing their mission. Rather, if problems do occur that will cause an extension to the scheduled operation, the request should be made immediately to 2 ROPS/DOS. The Real-time request will be evaluated on a case-by-case basis. This includes any extensions.

1.3. Operation Number Assignment. The Range Scheduling Flight assigns operation numbers to each scheduled test for tracking and control purposes. Operation numbers consist of four digits preceded by an alpha character identifying the lead range or activity type. Alpha numeric designators are used to enhance and supplement Operations Security (OPSEC) requirements, as necessary. Alpha character designators are listed in Table 1.1.

Table 1.1. Operation Number Assignment Codes.

Alpha Prefix	Test Description
A	Eastern Range (ER) lead range operations using WR resources
C	Corrective Maintenance Operation Capability (OPSCAP) Red - Non Mission Capable
D	Post-operation data processing
F	WR instrumentation downtime (formal certification required) and range sustainment periods (See Notes 2 and 5)
G	Air Force Flight Test Center (AFFTC) lead range operations using WR resources
H	Pacific Missile Range Facility (PMRF) lead range operations using WR resources
I	Scheduled NMC Maintenance (instrumentation will not require formal recertification) (See Note 5)
K	Reagan Test Site (RTS) lead range operations using WR resources
L	Corrective Maintenance Operation Capability (OPSCAP) Yellow - Partial Mission Capable
M	Preventive and routine maintenance (instrumentation will not require formal recertification)
N	System Modification (authorizes site access only - see Note 2)
O	Operational Test & Evaluation (OT&E) and Developmental Test & Evaluation (DT&E)
P	Naval Air Warfare Center (NAWC) lead range operations using WR resources
R	Range tours and demos
S	Software development
T	Internal WR test, evaluation, and training operations
V	Data Center batch processing
W	WR Lead Range tests (externally funded launch and aeronautical activities)
Z	Alaska Lead Range operations using WR resources
	Notes:
1.	Emergency simulations and exercises (e.g. simulated Severe Weather Response, exercise Force Protection Conditions scheduled under OD 9900) will be assigned an operation number ranging from T-9900 through T-9999
2.	Range resource downtimes resulting from system modifications (formal recertification required) must be coordinated through the Maintenance and Operations Coordination Center (MOCC) and scheduled separately as "F" operations.
3.	"M" operations are preventive or routine maintenance actions that do not cause equipment to be taken out of the operationally certified state or that do not require "formal" recertification.
4.	"F" operations are defined as range sustainment periods or major maintenance / modifications that cause range systems to be in an uncertified state and will require formal recertification.
5.	Planned maintenance actions causing major range instrumentation (command, telemetry, radar, and communications) to be non operational or unavailable for longer than 24 hours must be coordinated through 2 ROPS/DOS (MOCC) and approved by Range Stakeholders "prior" to taking systems down.

1.4. Transaction Codes. Each operation is tracked from the time it first appears on the schedule through final disposition. All scheduling events associated with each operation are recorded on a Schedule Operation Record Card (SORC) and loaded (electronically entered) into

the range scheduling data base. The Range Automated Tasking System (RATS) is used for this purpose. Transaction codes are used for identifying the type of scheduling activity. The codes are used primarily for internal tracking purposes. However, individual users can check the status of operations by referring to the below listing of transaction codes:

1.4.1. **(A)** Add – A new operation that is added to the current week schedule after the weekly schedule has been published.

1.4.2. **(X)** Cancellation – The early termination of an operation after some range time has been expended. Cancelled operations will not reappear using the same operation number. Cancelled operations are transferred to historical files (final disposition).

1.4.3. **(C)** Complete - Successful termination (completion) of an operation. Completed operations are transferred to historical files (final disposition).

1.4.4. **(E)** Extension - Used to extend the operation end time beyond the original window after the operation has commenced.

1.4.5. **(F)** Forecast - An operation scheduled in the future (beyond the current schedule week).

1.4.6. **(I)** Indefinite - A scheduled operation which has been suspended (temporarily taken off the active schedule); rescheduling information is pending or unavailable and the new schedule date and/or time is unknown.

1.4.7. **(D)** Delete - Early termination of a scheduled operation before range time has been expended. Deleted operation numbers are transferred to historical files (final disposition).

1.4.8. **(R)** Reschedule - Any change in date(s) and/or time(s) to a scheduled operation prior to the start of initial setup.

1.4.9. **(S)** Scrub – Early termination of an operation after some range time has been expended with the expectation that the operation will soon be or is already in the process of being rescheduled. The activity may reappear under the same operation number.

1.4.10. **(U)** Update – A transaction code used to denote other operation changes not affecting the scheduled date(s) and/or time(s).

1.4.11. Example transaction code: W1234 X. W1234 represents the WR operation number (Op Number) followed by transaction code; “X” indicates this operation was cancelled.

1.5. Days and Hours of Operation.

1.5.1. 30 SW is resourced to operate the WR based on a 40 hour work week. Operational requests for support by wing and/or WROCI personnel on weekends, federal holidays, and Wing/AFSPC directed down days will not normally be accepted. Requests for exceptions to this policy will be coordinated through the 30 RMS/CC, 30 SW Program Lead and/or the 2 ROPS Program Support Manager, through 2 ROPS Scheduling Flight, then forwarded to 2 ROPS/CC for adjudication. 30 OG/CC will have final approval authority.

1.5.2. The Range Scheduling office (2 ROPS/DOS) is normally operational Monday-Friday (0700-1600), excluding major holidays. Scheduling support is also provided during all launch countdown operations occurring outside of normal duty hours. Staffing will normally

be no earlier than 3 hours prior to the planned T-0, or as directed, and will continue through operation completion.

1.5.3. Western instrumentation operating hours are normally 0700-1600, Monday through Friday, excluding designated holidays and Wing/AFSPC directed down days (including any required setup / post op requirements).

1.6. Overtime Operations

1.6.1. The 2 ROPS/CC in conjunction with the Program Support Manager (PSM) normally serves as the reimbursable Job Order Number (JON) approval authority for scheduling support provided outside of normal duty hours. The PSM is responsible for confirming that range customers (both commercial and government) have sufficient funding available to cover civilian overtime expenses. Overtime support will be dependent upon PSM coordination, and resource and personnel availability.

1.6.2. 30 OG/CC serves as the overtime approval authority for all non-reimbursable JON (institutional/direct funds) overtime charges. These requests will be routed thru the 2 ROPS/CC prior to requesting approval by the 30 OG/CC.

1.6.3. Users are required to notify Range Scheduling NLT 48 hours prior to any overtime requests, normally users should request overtime operations through the Scheduling Forecaster 2 weeks prior to the operation.

1.7. After Support. Requests for support after normal range operating hours (when the range is closed) will be coordinated through 2 ROPS/DO by contacting the 30 SW Command Post at DSN 276-9961 or COM 805-606-9961.

1.7.1. Overtime operations extensions (operations that are in progress during non-duty hours) may be granted if instrumentation and personnel are available and crew rest requirements will not be exceeded. Similarly, overtime operations may be rescheduled to other times depending upon resource and personnel availability only if crew rest restrictions will not be exceeded and 2 ROPS/CC approves the change.

1.8. Hazardous Test Operations. Hazardous test operations will be scheduled in accordance with Chapters 1, 2, 3, 5, 6, and 7, 127-1, *Range Safety Requirements* and Volumes 1, 2, 3, 5, 6, and 7, AFSPCMAN 91-710, *Range Safety User Requirements*. See [Attachment 1](#).

1.9. Operational Resource Certification. Normally, range instrumentation, communications, and data systems (both hardware and software) will be committed for use by Western Range customers only after these systems have been fully certified by 30 Range Management Squadron/ Range Systems (30 RMS/RMR). New equipment, and existing range systems under modification, must successfully complete a formal operational certification process prior to commissioning them for operational use on the range. Upon operational certification, range resources will be scheduled be in accordance with paragraph [1.2](#) of this instruction.

1.10. Scheduling Office Contact Telephone Numbers.

Director: 805-605-3318 /DSN 275-3318

MOCC: 805-606-9598 /DSN 276-9598

JPASO: 805-606-8985 /DSN 276-8985

Data Manager: 805-606-8987 /DSN 276-8987

Real-Time Scheduling: 805-606-8825/6/7/8 /DSN 276-8825/6/7/8

Real-Time Supervisor: 805-606-8829 /DSN 276-8829
Forecast Scheduling: 805-606-8676 /DSN 276-8676
Support Technician: 805-606-8675 /DSN 276-8675
RSS Real-Time Scheduling: 805-606-8672/3 /DSN 276-8672/3
RSS Forecast Scheduling: 805-606-9617 /DSN 276-9617
RSS Alternate Forecast Scheduling: 805-606-7955 /DSN 276-7955

1.11. Scheduling and Operation Closeout Policy. Customers are required to close out (complete) all scheduled operations no later than the scheduled completion time unless an extension has been requested and approved. In addition customers will call the Range Scheduling office when operations are terminated/completed early (prior to scheduled end) to avoid unnecessary program costs. Operation closeout procedures are outlined in paragraph **5.4.5.** of this instruction. Failure to close out operations at the scheduled end time will result in the following actions.

1.11.1. First time offenses will result in a failure to comply memorandum warning from the 2 ROPS/DO. Any subsequent violation(s) will then result in a final memorandum from the 2 ROPS/CC to the user organization commander (or civilian equivalent), barring them from Western Range scheduling access until the user commits to supporting the guidelines established in this instruction. Subsequent customer support requests will require 2 ROPS/CC authorization and concurrence at (805) 606-9881 prior to regaining scheduling privileges. Customers who fail to notify the scheduling office when operations are terminated/completed early will incur the costs associated with the scheduled operation end time.

1.12. Customer Contact Policy. Point of contact telephone number(s) applicable to both duty and non-duty hours are required for each scheduled operation. After hours point of contact(s) must be directly connected to each scheduled operation and must be reachable by phone for the duration of the operation. Operations cannot be scheduled unless primary and alternate/associated contact information is provided.

Chapter 2

PLANNING

2.1. Program Support Manager (PSM). The PSM Flight (2 ROPS/DOF) is the primary point of contact for range customers during document generation activities to include: obtaining, coordinating, and defining customer and range safety operational requirements and Operations Directive (OD) development. The PSM is responsible for all Universal Documentation System (UDS) actions and will coordinate supporting range(s) and base agencies support prior to the mission execution phase. As lead range planner for spacelift, ballistic missile launches, and aeronautical test missions, the PSM advises range operators and range contractor personnel during actual operations.

2.2. Universal Documentation System (UDS). Western missions are conducted utilizing the UDS. The Range Commanders Council adopted UDS as the national standard for documenting range operational requirements. DoDD 3200.11 directs the use of UDS; it incorporates program and safety requirements into a single tasking document known as the Operations Directive (OD). The OD defines operational requirements and is used by Range Scheduling (2 ROPS/DOS) to schedule and task operational systems and base support agencies. It also provides the basis for charging customers for the support provided by the range. The UDS is divided into two levels.

2.2.1. UDS documentation initiates program support planning between range users and the 30 SW. UDS establishes program scope, program support activities, and acceptance by the 30 SW of range user programs. UDS documentation is normally generated for all new 30 SW programs.

2.2.2. UDS Level Two. Level Two UDS documentation provides additional information not covered under Level One. Level Two provides detailed systems level information and requirements. Range customers generate this information in the Program Requirements Document (PRD). The PRD is required in order to assess range support capability and to plan accordingly. Wing response to the PRD is by means of the Program Support Plan (PSP). The PSP constitutes WR commitment to support range user program requirements.

2.2.3. UDS Level Three. UDS Level Three documentation consists of the Operations Requirements (OR) document generated by the customer and submitted to the PSM. The range responds to OR requirements by generating the Operations Directive (OD) prepared by the PSM. The OR is used to define the programs requirements for pre-launch and launch testing. OR documents are generally due to the range 60 days prior to first support and the OD is normally produced 30 days prior to first support. The signed OD is the source documentation used by customers to schedule all pre-launch tests and identifies 30 SW launch requirements. When programs require extended support, the OD is usually published in three sections. Section one contains general program information, section two provides specific pre-launch support tasking, and section three includes specific tasking requirements for the launch. The OD is approved by 2 ROPS/CC.

Chapter 3

SCHEDULING

3.1. 30 SW Range Scheduling. 2 ROPS/DOS operates both the 30 SW Advance Forecast Element and the Joint Pacific Area Scheduling Office (JPASO). Although their scope and function differ slightly, both offices have similar scheduling processes and operating procedures. The main distinction between them is the scope of responsibilities. The Advance Forecast Element is primarily responsible for scheduling activities originating at the , while JPASO is the central inter-range schedule coordination agency for Pacific Area member ranges. Since basic operating philosophies and scheduling procedures are similar, with many overlapping areas, the term JPASO shall be used synonymously throughout this document when referring to either area.

3.2. 30 SW Advanced Forecast Element. The Advance Forecast Element provides scheduling support for WR launch, pre-launch, and other 30 SW range activities. In addition, it is responsible for WR data production oversight and for operating the 30 SW Maintenance and Operations Coordination Center (MOCC).

3.3. Joint Pacific Area Scheduling Office (JPASO). 30 SW provides administrative support, facilities, and personnel necessary for operating the JPASO office in accordance with a DoD charter, granted by the Office of the Under Secretary for Defense Research & Engineering Test and Evaluation, on 26 March 1968. Under the provisions of the charter, 30 SW is charged with administering the JPASO organization and for staffing the Director position. The 2 ROPS/DOS Range Scheduling Flight Chief has responsibility for performing this duty.

3.3.1. JPASO is the central coordination agency for all Pacific Area launch and re-entry operations scheduling between member ranges and organizations. The span of control includes providing scheduling support for customers and ranges in the geographic area westerly from 90 degrees west longitude to 90 degrees east longitude. All Pacific Area space launch, ballistic, and reentry operations, regardless of point of origin, will be coordinated and scheduled through the JPASO. JPASO responsibilities are outlined below.

3.3.2. JPASO plans and chairs quarterly inter-range scheduling conferences at Vandenberg AFB CA. Conferences are scheduled by the JPASO Lead as required. Member range and affiliated organizations representatives present a comprehensive 6 month activity schedule including all major Pacific Area operations, other DoD range operations affecting Pacific Area sensors and shared resources (e.g., Navy P-3 aircraft), and Air Force Satellite Control Network (AFSCN). Six-month schedules define all major operations and sensor downtimes/range sustainment periods affecting inter-range shared resources and support. In addition, members provide forecasts of projected major operations and range activities beyond 6 months. The combined schedules are then compiled and entered into a single data base for later publication. A classified JPASO booklet containing range briefing information (presented at conferences), along with the current and projected long-range joint schedule, is derived from individual member range inputs and then distributed to interested agencies within a few days following each conference. Finally, updated current and long-range JPASO schedules are transmitted to various agencies monthly.

3.4. Current Launch Schedule Review Board (CLSRB). 2 ROPS/DOS is the 30 SW OPR for CLSRB meetings. The Western Range launch schedule is provided by the wing for inclusion in

the HQ AFSPC 48-month Space Launch Manifest (SLM). The SLM is briefed to senior leaders during semiannual CLSRB conference reviews and at quarterly government integration meetings. 2 ROPS/DOS also supports heritage launch system multi-mission and other CLSRB related meetings as required.

3.4.1. CLSRB Launch Slot Allocations. 14 AF provides MAJCOM oversight of spacelift procedures and responsibilities. In addition, 14 AF conducts and chairs Current Launch Schedule (CLS) reviews for higher headquarters. Launch date changes within the first 24 months (CLS) are approved by respective space wing commanders, provided all customers (launch vehicle, payload, maintenance) concur. When customers do not concur and issues cannot be resolved by the wing, 14 AF may review requests and resolve any conflicts. If conflicts still cannot be resolved, an out-of-cycle CLSRB may be convened to review and adjudicate the disagreements. 14 AF tracks and approves changes or additions to launch opportunities between 25 and 48 months of the SLM. Any changes involving designated Combatant Command (COCOM) launch queue opportunities which have not yet been released as excess capacity must be approved by the CLSRB.

3.5. Maintenance and (MOCC). 2 ROPS/DOS operates the 30th Space Wing MOCC. The MOCC is responsible for integrating maintenance activities into the overall range schedule with the goal of reducing or eliminating potential operational impacts resulting from these activities. Additionally, the MOCC advises senior wing leadership on important range maintenance issues and operational support impacts, as required. A weekly forum hosted by 2 ROPS/DOS and co-chaired by 30 RMS/RMR is convened for the purpose of discussing operational issues and maintenance concerns affecting all range organizations and customers. Meetings are normally held each Thursday in the Bldg. 7025 Theater at 1330 local. MOCC meetings are open to all organizations with participation and attendance highly encouraged. Recommended participants include 30 LCG launch squadrons, 30 RMS, 30 CES, range support contractors (e.g., LO&SC, WROCI, SLRS) and launch provider agencies (e.g., Boeing, Orbital, Lockheed-Martin), and any other interested agencies.

3.5.1. 2 ROPS is responsible for managing the official 30 SW MOCC internet website at URL: <https://mocc.vandenberg.af.mil>. It provides range status to the 30 SW Battle Staff as required. In addition, it is a readily accessible tool for senior leadership and range users. Range scheduling information supports the CLSRB, Spacelift Status Messages (SSM), and other reporting forums requiring 30 SW assets and/or schedule status.

3.6. Forecast Element. The Forecast Element is the official scheduling function responsible for integrating all range and customer operational support requirements (schedule requests) into the long-range schedule of planned activities beyond the current schedule week. In addition, the forecast element is responsible for publishing the official approved weekly range schedule. Official range schedules are effective for a 7-day period beginning Sunday at 0001L through the following Saturday at 2359L and is published on the last working day of each week for the next schedule week. Once the official weekly schedule has been published, all scheduling responsibilities are transferred to the Real Time Scheduling element.

3.7. Real Time Scheduling Element. The Real Time Scheduling Element is responsible for performing all associated scheduling actions during the current week. Real Time assumes responsibility for weekly schedules immediately upon publication (usually on the last working day of each week). Changes or additions to the weekly schedule will be accepted based on

criticality, range priorities, resource availability, and other factors as necessary to accomplish the mission. New requests for support will not necessarily preempt range activities already on the schedule unless there is full agreement between all parties and approved by 2 ROPS.

3.8. Data Production Planning and Control. The 2 ROPS/DOS Data Manager is responsible for all test data production, planning, data quality, and data delivery oversight.

Chapter 4

RANGE SCHEDULING PROCESS

4.1. WR Scheduling Process. Western Range and Pacific Area space launch, ballistic, and reentry operation schedules will be derived based on range user mandatory requirements and will, to the maximum possible extent, fulfill less-than-mandatory requirements with remaining resources, taking into consideration national priorities, requested launch dates, and the efficient and economical use of range assets. The following sections describe the range scheduling process in greater detail.

4.1.1. Support Request Acceptance. Customer requests for operational support will only be accepted from authorized schedulers who have been formally designated in writing by unit commanders or equivalent commercial project directors and submitted to 2 ROPS/DOS ([Attachment 2](#)).

4.1.2. Job Order Number (JON) Information Requirements. All schedule requests must include valid JON information as well as other pertinent details to facilitate coordination and scheduling of resources. Requests will not normally be accepted without valid JONs.

4.1.3. 30 SW/XP is the wing initial contact for new range programs. Assistance in establishing new customer-funded JONs can be obtained from 30 SW/XP as required. The practice of charging internal range JONs (Institutional/direct funds) shall be avoided and will only be used for contingencies to facilitate critical testing when customer funding will not become available in sufficient time to preclude serious operational impacts to the program. In all other cases, customer JONs will be charged when support is requested.

4.1.4. Only operations with valid ODs, or those defined as minor support, will qualify for scheduling support. All other operational requests will be considered based upon funding, time, and resource availability.

4.2. JPASO Launch Scheduling. All Pacific Area space launch, ballistic, and reentry operations regardless of point of origin will be coordinated through and scheduled by JPASO.

4.2.1. JPASO Scheduling Priorities. Pacific Area ranges requiring WR support which have been coordinated and scheduled through JPASO shall be accorded the same range priority as other WR launch customers. Likewise, WR missions requiring inter-range resources and support from member ranges shall be accorded similar priorities when coordinated and scheduled through the JPASO process.

4.3. WR Launch Scheduling. All customer launch date requests must be coordinated through the JPASO office and formally submitted by letter to 2 ROPS/DOS. Initial (new) launch requests should be received at least 60-90 days in advance to ensure all range and safety requirements can be accomplished, and must include critical milestone activity schedules. Requests must include required date(s), the "Unclassified" launch windows (expected launch times), and valid JON information. Critical launch related major milestone activities directly impacting launch provider ability to meet requested dates must be identified and deconflicted before final request approval can be provided. Any 30 SW Form 5588, Launch Schedule Change Request, for a launch date on the WR falling within 180 days of date the request is received must include a list of major milestones (MDRs, ICEs, Systems Test, etc) requiring WR

support/instrumentation and requested dates for these milestones. Several acceptable transmission methods can be used to deliver requests to JPASO including hand delivered, mail, email, and FAX. However, final approval is contingent upon receipt of the original signed request. Approved launches and related major milestone critical path activities already on the schedule will normally have priority over new launch requests. It is range policy that only one launch date can be requested and processed at a time. Multiple launch date requests will not be accepted.

4.3.1. Launch Date Changes. All launch date changes will be coordinated through the JPASO office so that range and resource availability can be determined. Submission of formal written change requests to 2 ROPS/DOS is required with final approval contingent upon receipt of original signed requests. When customer change requests are submitted, it is range policy that the currently approved launch date is relinquished. The launch will be removed from the calendar and the date becomes immediately available to other customers. The mission is subsequently placed into an "Indefinite" status until the new request date has been processed, coordinated and approved.

4.3.2. When launch changes occur, range scheduling activities can become labor intensive because of the requirement to reschedule associated launch support. Likewise, there is often significant impact to other range customer support when pre-launch activities are moved in response to changes. Customers are strongly encouraged to relinquish approved launch dates as soon as it is determined the date cannot be achieved. In addition, it is highly recommended that rescheduling of pre-launch activities be delayed until a new date is determined. If there is an extended scheduling delay, it is recommended that launch-associated operations be removed from the schedule entirely to free up range resources to other customers. Range users will not request unachievable launch dates (planning dates or place holders). 30 SW/CC reserves the right to remove launches from the schedule when it becomes clear approved dates cannot be achieved.

4.3.3. Launch Opportunities. Range user request dates are scheduled with the understanding that normally two launch attempts will be available. If the launch cannot be completed on the first scheduled date (first attempt), the following day will normally be available for a second attempt. Every effort will be made to accommodate users that scrub on the first day but require more than 24 hours turnaround time before the second launch attempt. Other mission considerations may preclude such subsequent scheduling.

4.3.3.1. Exceptions are as follows:

4.3.3.1.1. If the range cannot support a second attempt, this information will be communicated to the customer to obtain concurrence. If the customer does not agree to this condition (only one launch opportunity available without a consecutive day backup), the range will discuss alternative dates where two consecutive opportunities can be provided. In cases where there is customer/range concurrence (to only one opportunity) but the first attempt fails, it is understood that the launch will automatically be moved to another open date that can be supported and mutually agreed upon in advance.

4.3.3.1.2. In cases where range users submit launch requests based on the expectation that a previously scheduled customer will not require a second day launch opportunity, they must agree to relinquish the request date if the previously scheduled

customer elects to use the second day. Any launch customer wishing to advance ahead of, insert themselves between, or propose minimum turnaround time following a previously scheduled launch, may negotiate a schedule change with the customers involved, provided mutual agreement is obtained and WR capabilities can support the change.

4.3.4. Launch Schedule conflict resolution.

4.3.4.1. Inter-range scheduling conflicts will be resolved in accordance with JPASO charter agreements and this instruction.

4.3.4.2. 30 SW launch scheduling conflicts will be resolved in accordance with AFSPCI 10-1213 and this instruction.

4.4. WR Launch Approval Process. 30 SW/CC is the approval authority for all launches. Launch requests are first processed by coordinating all requirements with supporting agencies, including JPASO member ranges. Once support agency concurrence is received, requests are forwarded to 30 SW/CC for final approval. All missions are considered to be in a “Pending” status until final approval is received. Only approved launches will appear on the official range schedule. Approved launch requests are subsequently forwarded to HQ AFSPC/A3 for inclusion on the CLSRB SLM. 2 ROPS/DOS recommendations are based on range turnaround times, taking into account instrumentation configuration requirements necessary for transitioning from the T-0 time of one mission type to the T-0 time of the next mission type. If launch date changes or additions require higher headquarters approval (above JPASO), no changes are made to the official schedule until that approval is coordinated on by 2 ROPS/CC, 30 LCG/CC, 30 OG/CC and finally 30 SW/CC on 30 SW Form 5588, *Launch Schedule Change Request*. The designated customer contacts will be informed of the final request disposition by telephone or other appropriate means. The following figure and tables define launch request processing and range schedule status codes and terms. **Figure 4.1** depicts the overall launch request scheduling and deconfliction process, **Table 4.1** lists launch request processing stages, and **Table 4.2** identifies official launch schedule status terms.

4.4.1. 30 SW/CC will remove unattainable (unexecutable) launch dates (e.g., placeholder launch dates, etc.) from the schedule if reasonable doubt exists that the launch service provider can achieve the scheduled launch date. WR determines whether launch dates are attainable using criteria such as:

4.4.1.1. National security requirements.

4.4.1.2. Input from launch wing units, Range Safety, or the PSM, predicated upon their insight into the launch program.

4.4.1.3. Input from the launch vehicle SPO, payload SPO, etc., regarding validated technical or programmatic issues that would prevent the launch provider from achieving the launch date.

4.4.1.4. Current contractual status.

4.4.1.5. Current CSOSA status (if applicable).

4.4.1.6. Current FAA licensing status (if applicable).

4.4.1.7. Experience with the launch provider.

4.4.2. Each schedule change request will be submitted on 30 SW Form 5588, *Launch Schedule Change Request* to include the below information:

- 4.4.2.1. Date, time, and priority of change requested.
- 4.4.2.2. Name of requester, organization, and phone number.
- 4.4.2.3. Op number, vehicle payload, and location.
- 4.4.2.4. Current date and new requested date in local and Zulu time.
- 4.4.2.5. Reason for change and mission impact.
- 4.4.2.6. Coordination will include JPASO and 2 ROPS point of contact.
- 4.4.2.7. 2 ROPS/CC, 30 LCG/CC, 30 OG/CC, with final approval from 30 SW/CC.
- 4.4.2.8. Return request to 2 ROPS/CCA, 606-9883 for final processing.

Figure 4.1. 30 SW Scheduling and Deconfliction Process.

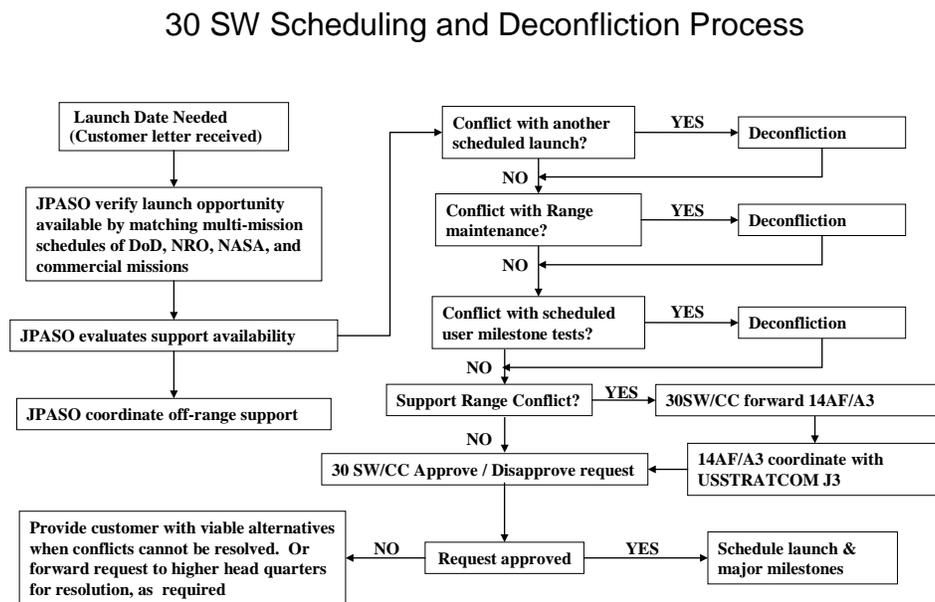


Table 4.1. Launch Request Processing Stages.

Stage	Description
Processing	Official customer request received - deconfliction and support range coordination in progress
Pending	Launch request processing complete – request forwarded, awaiting 30 SW/CC final approval/signature
*Approved	Request processing is complete – request approved – launch added to WR/JPASO schedule and AFSPC 30 SW Space Launch Manifest.
* Note: Only 30 SW/CC approved launches appear on official WR range schedules.	

Table 4.2. Launch Schedule Status Terms.

Term	Description
Approved	Approved and scheduled range launches
*Planning	Potential or planned launch dates - no official customer request received
Indefinite	Previously approved and scheduled launches since removed from schedule due to unresolved issues or problems (e.g., payload, vehicle, funding) and no new launch date determined.
* Note: "Planning" dates have no range status and will not be listed on any official WR schedules.	

4.5. Associated/Related and Shadow Operations Scheduling. Associated/Related and Shadow operations, which will run concurrently with specified primary launch operations, are not scheduled unless prior written approval is obtained from the appropriate 2 ROPS authority.

4.5.1. Associated/Related Operation Support. Associated/Related Operations are defined as any land, sea, and/or air operation, excluding internal 30th Space Wing (30 SW) or WR functions, that is scheduled on a non-interference basis with a ballistic, space launch, or aeronautical operation. The primary range user of the ballistic, space launch, or aeronautical operation has no direct responsibility for the associated/related operation. All Associated/Related operations will be coordinated with 2 ROPS/DON IAW 2 ROPS OI 10-07, *Procedures for Conducting Associated/Related Operations on the Western Range*.

4.5.1.1. Shadow Operation Support. Shadow operations are a form of related operations not defined in 2 ROPS OI 10-107. Shadow operations are defined as operations of certified/non-certified range equipment, typically (but not limited to) new equipment being developed by SMC/LRRV under the SLRSC contract, or any other contract prior to delivery to the 30 SW. It includes any activity to capture, record, or distribute launch vehicle, payload, or ground based instrumentation data. Requests for shadow operations will generally be made by the government POC (SMC/LRRV or 30 RMS) to the appropriate PSM with final approval granted through the 2 ROPS/CC/DO. This request must include the purpose/objective of the related op, validation that the system to be used is properly accredited from a security perspective (or is standalone), and identify any potential impacts to the primary op. The PSM will coordinate with all the appropriate parties (launch agency, START Treaty Office, etc.) and consider if said operations will affect any previous agreements such as START requirements. Requests will include a rules of engagement document, for 2 ROPS/CC signature upon approval of shadow op. Once approval is given, a T op will be scheduled to support the shadow op. Requests for related operations must be provided to the PSM NLT 45 days prior to the desired op date for consideration.

4.6. Major Pre-launch Operations Scheduling. Requests for major pre-launch activities support which must be completed on a specific day or within a defined time frame, which if not completed on time would cause a launch slip (e.g., mission dress rehearsals, flight program verification, range checks, or similar tests), must be submitted at least 30 calendar days in advance of requirements. This is necessary so that other conflicting operations that are less time critical can be moved without serious impact to other customers or launch missions. Critical path milestones will receive priority over other activities as long as this will not result in impacting other approved launch mission schedules. Other forecasted pre-launch operation

requests will be submitted no later than 1200 local time on Thursday of the week prior to planned activities.

4.6.1. When scheduling problems or conflicts occur it will sometimes be necessary to meet directly with the principles involved to resolve issues or recommend alternative solutions, as appropriate. Meeting participants will vary depending upon the issues involved but will typically include affected customer(s), range scheduling representatives, individual program managers, and various range technical experts as required.

4.7. MOCC Coordination. Any activity which potentially affects range systems including construction projects, facility improvements, range maintenance, major system modifications, new equipment installations or utility support will be coordinated through the MOCC in advance so that impacts can be assessed and mitigated as required. Critical range system outages and/or failures expected as a result of planned activities must be coordinated well in advance of the project start date. Major system downtime requests will first be presented to the MOCC so that potential issues and risks can be evaluated and mitigated as necessary before final approval by 2 ROPS/CC. Requirements must be submitted early so that contingency plans can be formulated and viable options discussed, as appropriate.

4.7.1. Any major maintenance request that will remove a piece of instrumentation or significant range infrastructure from the schedule in excess of 24 hours will be coordinated through 2 ROPS/CC. Maintenance downtime requests will normally come from RMS, SCS, or WS. The 2 ROPS/CC will coordinate the request through fellow unit commanders, as applicable. 2 ROPS/CC will grant schedule execution through 2 ROPS/DOS.

4.7.2. Maintenance Resource Deconfliction. When resources are available without conflict, the requirement will be scheduled, as requested. If one mission preempts another, the MOCC will evaluate alternatives and make recommendations as appropriate. Otherwise, when two or more agencies request the same resource at the same time, the MOCC will attempt to foster an agreement between agencies to optimize resource utilization. In cases where agreements cannot be reached, the MOCC will provide viable alternatives based on the situation, official directives and existing policies. If proposed options are unacceptable, 2 ROPS/DOS will elevate the concerns or issues to 2 ROPS leadership for resolution.

4.7.3. Maintenance Priorities. The MOCC supports maintenance, improvement, and modernization (I&M) activities, with appropriate priority given in support of the long-term reliability and efficient range systems operation. In general, mission essential corrective equipment maintenance will be conducted as required to ensure range systems remain fully mission capable at all times.

4.8. Major Maintenance and Range Sustainment Scheduling. Planned maintenance and major modifications involving range instrumentation systems which will prevent execution of any or all launch missions for periods greater than 72 hours must be requested, coordinated, and scheduled well in advance of requirements. It is recommended that major system outage requirements be submitted to the MOCC for consideration at least 6 months in advance whenever possible. Requests must be coordinated through the MOCC so that range and customer impacts can be assessed and viable contingency plans formulated as necessary.

4.8.1. Sustainment requests must minimally include the following items.

4.8.1.1. Date(s) requested (must include initial installation, testing and final certification).

4.8.1.2. Alternate time frames in case desired dates are unavailable.

4.8.1.3. Site status (include status of other sites that will be directly impacted by the action)

4.8.1.4. Overall Status.

4.8.1.5. Identify any limiting factors (i.e., time required to restore affected systems to normal operations in response to emergencies, resource or testing issues, etc.) or dependencies including, but not limited to, contractual agreements (can or cannot perform work after normal duty hours, on weekends, or related issues).

4.8.1.6. Primary and alternate points of contact (include government and contractor OPRs).

4.8.1.7. Other pertinent details as appropriate.

4.9. Site and Range Status Code Definitions . A listing of Site and Range definitions is contained in **Tables 4.3** and **4.4**

Table 4.3. Site Status Codes.

Code	Definitions
NMC	Site is unable to support operations
PMC	Site status is degraded- can support some, but not all operations
FMC	Site Fully operational

Table 4.4. Range Status Codes.

Code	Definitions*
Red	Range cannot support any launch operations
Yellow	Range status degraded – can support some launch operations, but not others
Green	Range is fully operational – can support all launch operations
* Note: Range capability is determined on a mission by mission basis, dependent upon requirements	

4.10. Forecast Element. The forecast element will integrate and publish a weekly schedule of forecasted activities including all range user requirements, internal range tests to include maintenance, modifications, software development, pre-launch readiness tests, and other range requirements. Future requirements scheduled beyond the current week as defined below are considered to be planning dates. The Weekly Range Operations Schedule is finalized and becomes firm at 1200L each Thursday for the following week. Although weekly schedules are not finalized until the week before, all customer requirements must be submitted no later than 2 weeks prior to the needed date. Late changes (received after the 2-week deadline) will be limited and subject to the following rules:

4.10.1. Late schedule additions (new requests) will only be accepted when there are no conflicts during the requested time frame and the resources are otherwise available.

4.10.2. The 2 ROPS/DOS weekly schedule is a listing of all range operations for a 7-day period starting on Sunday at 0001L through the following Saturday at 2359L.

4.10.3. Current range scheduling information can be viewed on the World Wide Web at URL <https://mocc.vandenberg.af.mil/>. Arrangements to receive electronic copies of the schedule can also be made by contacting 2 ROPS/DOS directly.

4.11. Operational Status and Statistical Reporting. 2 ROPS/DOS compiles range scheduling information in support of wing and higher headquarters reporting requirements including daily/weekly Situation Reports (SITREP) and other periodic statistical studies. Inputs are derived from various sources as required including approved CLSRB Space Launch Manifests, RATS (Range Automated Tasking System), and directly from range customers.

4.12. Real Time Scheduling Element. Real Time Scheduling will provide support in response to requests for specific documented tests requiring range and base resources to support scheduled launch, pre-launch, and post-launch activities. Real time range support will be provided according to mission priorities, and established safety and security criteria that are consistent with the optimum use of support facilities and will verify that all requested support is funded before committing resources.

4.13. Data Production Planning and Control. The scheduling office is responsible for test data production, planning, data quality, and data delivery. Range scheduling manages all test data production including pre-launch, launch, and special data requirements. It also coordinates the planning, scheduling, evaluation, and delivery of test data with range users, support ranges, and other DoD agencies. The data production schedule is normally controlled by the availability of the data centers, which are used to produce the required data items and the data delivery times listed in the Data Distribution Listings (DDL). Refer to Chapter 8 for detailed instructions on identifying and/or changing data production schedules and distribution requirements.

4.13.1. The scheduling office provides control of all real time test data production and interfaces with the range user on all inquiries and/or complaints.

Chapter 5

RESPONSIBILITIES AND PROCEDURES

5.1. Range Responsibilities. 2 ROPS/DOS serves as primary interface to launch customers for range scheduling matters. The range is required to maintain an executable launch schedule as defined by AFSPCI 10-1213, *Spacelift Strategies and Scheduling Procedures*.

5.2. Prerequisites for Scheduling. All range users will provide separate listings of individuals who have been authorized to schedule launch and pre-launch activities for the customer. One listing will include only those who are authorized to schedule launch operations. The listing must include those individuals who have firsthand knowledge of launch activities and are authorized to make scheduling decisions. A letter will be required from the range customer unit commander or launch director to add, delete, or reschedule launch operations. The second listing will contain names of individuals authorized to schedule all other range activities (excluding launches). Authorized scheduler letters must be updated annually or when there are changes (see [Attachment 2](#)).

5.3. Customer Scheduling Responsibilities. New scheduling representatives are invited and highly encouraged to meet with 2 ROPS/DOS prior to scheduling operations for an orientation into the range scheduling process. The Range Scheduling Flight can provide valuable scheduling information and insight. The following sections describe standard scheduling procedures.

5.3.1. Long Launch Forecasts. Range customers will submit updated forecasts of planned test activity to 2 ROPS/DOS at least five workdays prior to each JPASO conference and as requested to support CLSRB meetings. Forecasted activities will be classified in IAW individual Program Security Classification Guides. The forecast will also include information applicable to each test, such as:

- 5.3.1.1. Operation Number, if assigned.
- 5.3.1.2. Month, date, and time of test to be conducted.
- 5.3.1.3. Program Job Order Number.
- 5.3.1.4. Vehicle Type.
- 5.3.1.5. Operations Directive (OD) number.
- 5.3.1.6. Launch Site.
- 5.3.1.7. Mobile sensor requirements.
- 5.3.1.8. Impact area(s).

5.3.2. Weekly Schedule Requests. The Weekly Schedule is a listing of firm user range support requirements (launch and pre-launch activities) for the next week. User requirements will be submitted to 2 ROPS/DOS and recorded on 30 SW Form 5587, *Scheduled Operations Record Card*, no later than 1200L on Thursday 2 weeks prior to the required date. Finalized schedules are normally published on the last working day of the week for the following week. Each schedule request will include the below information:

- 5.3.2.1. Date and time test is desired.

- 5.3.2.2. OD number and exceptions or additions.
- 5.3.2.3. Job Order Number.
- 5.3.2.4. Location (building, area, or launch site).
- 5.3.2.5. 2 ROPS PSM name.
- 5.3.2.6. Identity of the range user, test conductor, and individual contact telephone numbers.
- 5.3.2.7. Associated operation number.
- 5.3.2.8. In the case of pre-launch support operations, define data items required if greater or less than specified in the OD.

5.4. Real Time Scheduling. Control of the current week schedule including added, rescheduled, or extended operations is the responsibility of the Real Time Scheduling Element. Authorized scheduling representatives are required to coordinate all changes, updates, extensions, compilations, etc., through Real Time Scheduling as soon as possible. Operations added to the real time schedule require the same information as identified in paragraphs **5.3.2.1 - 5.3.2.8** of this instruction. Incoming requests submitted by FAX shall be confirmed by the user via voice telephone within 15 minutes of transmission to ensure satisfactory receipt.

5.4.1. Operational requests must comply with Chapters 1, 2, 3, 5, 6, and 7, of EWR127-1, Eastern and Western Range Safety Requirements for Range users already on contract, and Volumes 1, 2, 3, 5, 6, and 7, of AFSPCMAN 91-710, Range Safety User Requirements for future Range Contractors and Users (or a waiver obtained) and all hazardous procedures must be approved by the Wing Safety Office (30 SW/SE).

5.4.2. A minimum of 24-hour advance notification is required for operations requiring airspace coordination, Missile Operations Support, Civil Engineering, or Southern Pacific Railroad Trainmaster support.

5.4.3. Scheduling requests will not be accepted when requirements conflict with other operations already on the schedule. Scheduled operations (except those listed as NIB) have scheduling priority for the date(s) and time(s) scheduled. If requested resources conflict with already scheduled operations users may negotiate support directly with the user involved. Provided all parties agree, and the range can support the agreement, the request will be processed. When parties do not agree, the range will offer alternative date(s) and time(s) depending upon resource availability.

5.4.4. When operations are scheduled, all support listed in the OD will be committed to the operation except those resources deleted by the customer or deleted by mutual agreement. Any agency requiring instrumentation or facilities not listed in the OD must contact the PSM for a determination and approval before the resources can be committed. 2 ROPS/DOS will coordinate with appropriate 30 SW agencies, contractor offices, and support ranges when determining range resources availability in cases where new requirements are added. If support can be provided, and adequate coordination has been accomplished, requested resources will be scheduled. This will constitute a range commitment and authorize supporting agencies to issue necessary instructions.

5.4.5. Operation Completion Requirements. Range users are required to advise the Range Scheduling office whenever operations are completed. Immediately upon test completion, the test conductor (or person in charge of the operation) must call 606-8825 to provide notification the operation is complete. Calls are required whether or not test support was satisfactory. If problems were encountered during the operation, provide a brief unclassified description. This information will be recorded for historical purposes. Notify Range Scheduling of any changes in post-operation data requirements immediately upon completing each test. During non-duty hours (1600L-0700L) range users are required to provide completion times to Range Scheduling. During non-duty hours call Range Scheduling at (805) 588-9303.

5.5. Internal WR Test Scheduling. All internal range tests are scheduled through the 2 ROPS/DOS Range Scheduling Support (RSS) Office. Internal testing includes, but is not limited to; preventive maintenance, system modifications, developmental hardware engineering/software development, system degrades and system outages. Typical agencies scheduling internal range tests include, but are not limited to, 30 RMS and its support contractors (e.g. WROCI) as well as SMC/LRRV and its support contractors (e.g., SLRSC; RSA). All requests must be approved by appropriate authorities (e.g., 30 RMS; SMC/LRRV) before they are submitted to the RSS for processing. The RSS in turn coordinates assets requested with all support agencies prior to submitting requests to 2 ROPS/DOS for approval. 2 ROPS/DOS will process and integrate all range activities into the overall schedule as required to accomplish the mission. This includes any extensions.

5.6. Launch and Hazardous Operation Safety Notifications. 2 ROPS/DOS is responsible for providing hazardous operations safety notifications to various agencies. Mandatory safety notifications involving land, national and international air and sea space are sent to affected agencies and made available to the general public as required. Hazardous operation notifications are communicated to affected agencies by official messages or letters as appropriate.

5.7. Other Range User Responsibilities. Range users shall:

5.7.1. Provide representation at quarterly JPASO conferences and weekly MOCC meetings to discuss program related scheduling issues.

5.7.2. Base Activities Notifications. Inform the Range Scheduling Office at 606-8825 when user scheduled base support activities (maintenance or modification to power, roads, water, etc.) will potentially impact unscheduled launch processing.

5.7.3. Inform JPASO of the status of operations on the current and long range forecast as changes occur.

5.7.4. Contact JPASO to relinquish unattainable launch dates as soon as information becomes available that indicates an approved launch date cannot be met.

Chapter 6

SCHEDULES AND STATISTICAL REPORTS

6.1. Forecasts, Schedules, and Reports. The items listed below are prepared and distributed by 2 ROPS/DOS. Agencies desiring regular or periodic forecasts, schedules, or reports must submit written requests along with justification to 2 ROPS/DOS. Non-DoD civilian agencies requesting these items must have the military sponsor or contract monitoring officer endorse requirements before materials can be released. Requests and endorsements must be submitted to 2 ROPS/DOS in advance.

6.1.1. JPASO Pacific Area Operations Forecast. This document is published quarterly. It is a forecast of all future launch operations and major range activities scheduled within the Pacific Area.

6.1.2. JPASO Monthly Schedule Message. This message is transmitted no later than the fifth workday of each month and includes the combined comprehensive joint range forecast of Pacific Area launches and major range activities.

6.1.3. One Year Schedule of START Accountable Launches Message. This message is transmitted on the 15th day of each month. It includes the One Year schedule of START accountable launch missions scheduled at the .

6.1.4. Weekly Schedule Forecast. A schedule of all WR range activities covering a 7-day period beginning each Sunday at 0001L through the following Saturday at 2359L. Weekly schedules are published on the last work day prior to the week of execution.

6.1.5. Daily Schedule. Daily WR operations schedules are distributed over the local intranet each workday. Operations may appear on this schedule at times differing from those designated in the weekly forecast due to changes in requirements. Therefore, all support agencies associated with test operation will review the daily schedule for final requirements.

6.2. Resource Utilization Summary. The Western Range Operations and Workload Summary, published monthly, provides a quantitative measurement of range systems workload capacity and the amount of work performed by these systems. This summary is generated from data that is collected and processed within the Range Automated Tasking System (RATS) and stored in the RATS financial section under the Range Utilization Measurement System (RUMS) module. Requests for this document may be submitted in writing to 2 ROPS/DOS.

Chapter 7

OPERATIONS SECURITY

7.1. Schedule Classification. Some programs impose security classification requirements on activities associated with the program. Often this causes schedules to be classified. When required, the schedules must be handled IAW DoD security directives and specific program security classification guides. A summary of applicable security classification guidance is usually published in individual program Operation Directives (OD).

7.1.1. Daily and weekly schedules published by 2 ROPS/DOS are always unclassified. Reference to classified aspects of a program, test, or activity will be limited to the Western Range Operations Number, date and time of the operation, test title, and location. No other information regarding the classified aspects of a program will be written, discussed, or revealed in unclassified form.

7.1.2. The fact that an operation has been completed does not mean an operation has been declassified. Detailed guidance regarding the security classification of information is available from individual program security classification guides. A required course of action is to protect the security of post-operation activities in the same manner as used prior to the operation, unless otherwise directed by the range user, program official, or security classification guide.

7.2. Operations Security (OPSEC) Practices. A great deal of “operations information,” although unclassified, is considered “sensitive” and will be treated on a need-to-know basis. Observations of general launch complex activities, certain correspondence and telephone calls during routine business, and the implementation of various plans and activities related to the conduct of operations can all be indicators for an impending operation. All personnel must be alert to the fact that sensitive unclassified information, if freely discussed, can compromise classified information by compilation. Information pertaining to any aspect of test operations will not be discussed with anyone except those whose duties require the information. Strangers, neighbors, friends, and relatives are not in this need-to-know category. Such terms as “launch”, “firing operation”, or other terms denoting an actual operation will be avoided.

Chapter 8

DATA PRODUCTION POLICIES AND PROCEDURES

8.1. Data Production Responsibilities. A 2 ROPS/DOS Data Manager oversees WROCI contractor management of data production planning scheduling, data evaluation, and data delivery.

8.2. Test Data Changes. Changes to the established operations directive and data distribution listing requirements can be made as follows:

8.2.1. If range users wish to delete or modify data requirements prior to scheduled operations, the changes must be submitted in writing to 2 ROPS/DOF or 2 ROPS/DON PSM as appropriate. If the changes are valid, the PSM will revise documentation as necessary. Within 12 hours of the scheduled operation, 2 ROPS/DOS will accept emergency technical changes for test data and coordinate with the appropriate PSM for approval.

8.2.2. If range users wish to delete or modify data requirements after completing a scheduled test, they should contact 2 ROPS/DOS. Range scheduling will coordinate all requests for modifications to post-operation data with the PSM. If approved, 2 ROPS/DOS will either take the change request directly from the user or dispatch a Data Courier to pick up the 30 SW Form 5583, *Data Request*.

8.3. Data Status. Information pertaining to specific data items, such as when and how shipped, pickup dates, special handling instructions, etc., will be provided by 2 ROPS/DOS on request.

8.4. Data Discrepancies. In the event the range user finds errors in the test data, they should contact 2 ROPS/DOS as soon as the discrepancy is discovered and provide answers to the following questions:

8.4.1. Will complete replacement of data be required?

8.4.2. Is partial replacement of discrepant data required (be specific)?

8.4.3. Can WR have discrepant data returned? If so, when?

8.4.4. How soon is the replacement data required?

8.4.5. After 2 ROPS/DOS obtains the above information, a Data Request will be initiated directing WROCI to produce replacement data in time to meet specified data delivery times, when possible.

8.5. Range Data Questionnaire (RDQ). A blank Range Data Questionnaire (RDQ) Memorandum (Attachment 3) is issued with each data package delivered to range users. The range user is requested to provide 2 ROPS/DOF a completed RDQ within 60 days following an operation from which unsatisfactory data was received. 2 ROPS/DOF will distribute the returned RDQ to the applicable 2 ROPS flight for documentation control, and will track each RDQ through the administrative cycle.

8.6. Data Requests. The 30 SW Form 5583, *Data Request*, is designed to provide a quick-response method of obtaining specific data items after the range user has submitted total test data requirements:

8.6.1. 30 SW Form 5583 will be used:

- 8.6.1.1. To request a one-time data item for a single test.
- 8.6.1.2. To obtain a special data item that was not previously identified in the original list of data requirements.
- 8.6.1.3. To obtain follow-up data that is required because of unexpected results from previous tests.
- 8.6.1.4. To have data tapes picked up, degaussed, and recertified, whenever magnetic tapes are no longer required by range users.
- 8.6.1.5. To identify requirements for a data item that is not in the Standard Operational Data Item Manual (SODIM).
- 8.6.1.6. To increase the number of copies of a data item that is specified in the OD.
- 8.6.1.7. To activate delivery of data items coded "On Request" in the documentation.
- 8.6.1.8. The data request will not be used to circumvent the submission of the data requirements IAW the Universal Documentation System (UDS).
- 8.6.1.9. Data requests from aerospace contractors and recipients not identified in the Operations Requirements documents will not be accepted without the specific approval of the appropriate 2 ROPS/DOF PSM.
- 8.6.1.10. Data produced in response to a data request is normally produced on a "first-in, first-out" basis. However mission priorities and data production center set-up may necessitate altering the normal production flow. Normal delivery for "routine" data requests is 10 days; "expedite" data requests require 5 days. However, these times are subject to range activity and equipment availability. In any case, 2 ROPS/DOS will contact the requester and negotiate an acceptable data delivery time.

8.7. Data Handling. The WR operates a Data Courier Service for the pickup and distribution of test data. All test data deliveries on Vandenberg AFB will be made via a WR Data Courier. Unclassified test data is shipped off base via United States Postal Service (USPS), first class parcel post, or with customers funding Federal Express (Fed-Ex). If the test data is classified, it is shipped as USPS first class registered mail.

8.8. Data Quality Control. The Western Range Operations Contractor performs a sample inspection of all WR data. Normally, most data items which have been inspected, will have an inspection stamp on the label. During the inspection process, the inspector may find some data that has minor deficiencies in the labels, minor dropouts, or a pen failure. If there are minor discrepancies that do not invalidate the data, the discrepancies will be identified with a Quality Control Synopsis. If the test data recipient does not agree with the inspector's assessment of the data, notify 2 ROPS/DOS immediately.

8.9. Data Storage. The WR does not have the capability to store range users' test data for more than 365 days. Therefore, range users are required to accept permanent custody of their test data upon delivery by a Data Courier. Request for "On Request" data must be submitted within 72 hours after completion of the test.

8.10. Test Data Planning. There are times when the quality of test data cannot be guaranteed due to unusual test conditions. These conditions are:

8.10.1. Engineering Test Basis (ETB) data may be available to users in the event of a launch anomaly, following approval by 30th Range Management Squadron, Range System Flight, 30 RMS/RMR.

8.10.2. Limited Commitment Basis (LCB) Data. The may commit range resources that are not fully developed or that have not met all acceptance criteria established by the appropriate range agencies in order to meet range user objectives. Any LCB system called up will be at the range user's cost and the LCB data will be on a "best available basis". Since data timelines and data quality cannot be guaranteed, LCB data will be delivered to the range user only after the approval of the PSM.

8.11. Post-launch User-Supplied Flight Parameters. The range user is required to provide various launch "event times" to the WR within 6 hours after launch. Post-launch data processing cannot start until the WR has the event times. These event times must be forwarded in writing and must be signed by the government sponsor or contract monitor. If the information is classified, it must be marked in IAW applicable security directives. Delay in providing these launch dependent flight parameters may result in comparable delays in producing operational test data.

8.12. Western Data Mailing Address. Any test data or operational documentation intended for the should be addressed as follows:

8.12.1. All CLASSIFIED data will be mailed to:

InDyne, Inc.
TMDL
P.O. Box 5009
Vandenberg AFB CA 93437

8.12.2. All UNCLASSIFIED data will be mailed to:

InDyne, Inc.
DHC
Bldg 7025, Rm. 247
P.O. Box 5009
Vandenberg AFB CA 93437

8.13. Availability of Scheduling Forms. 30 SW scheduling forms can be obtained by calling 2 ROPS/DOS, DSN 276-8825 or COMM (805) 606-8825 or (888) 240-1233.

Note: 2 ROPS/DOS requires an original copy of each form submitted by range users. The scheduling office will provide appropriate training on use of 30 SW test data forms upon request.

9. Prescribed Forms:

30 SW Form 5583, *Data Request*

30 SW Form 5587, *Schedule Record Card*

30 SW Form 5588, *Launch Schedule Change Request*

DAVID J. BUCK, Colonel, USAF
Commander

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

DoD Directive 3200.11, *Major Range and Test Facility Base Summary of Capabilities*, 27 Dec 2007

AFI 33-324, *The Information Collections And Reports Management Program; Controlling Internal, Public, And Interagency Air Force Information Collections*, 1 Jun 2000

AFSPC 10-213, *Spacelift Strategies and Scheduling Procedures*, 4 Sep 2007

AFSPCMAN 91-710V1, *Range Safety User Requirements Manual Volume 1 - Air Force Space Command Range Safety Policies and Procedures*, 1 Jul 2004

AFSPCMAN 91-710V3, *Range Safety User Requirements Manual Volume 2 - Flight Safety Requirements*, 1 Jul 2004

AFSPCMAN 91-710V3, *Range Safety User Requirements Manual Volume 3 - Launch Vehicles, Payloads, and Ground Support Systems Requirements*, 1 Jul 2004

AFSPCMAN 91-710V5, *Range Safety User Requirements Manual Volume 5 - Facilities and Structures*, 1 Jul 2004

AFSPCMAN 91-710V6, *Range Safety User Requirements Manual Volume 6 - Ground and Launch Personnel, Equipment, Systems, and Material Operations Safety Requirements*, 1 Jul 2004

AFSPCMAN 91-710V6, *Range Safety User Requirements Manual Volume 7 - Glossary of References, Abbreviations and Acronyms, and Terms*, 1 Jul 2004

EW127-1, *Eastern and Western Range Safety Requirements Chapter 1 - Air Force Space Command Range Safety Policies and Procedures*, 31 Dec 1999 (Available through 30 SW/SE)

EW127-1, *Eastern and Western Range Safety Requirements Chapter 2 - Air Force Space Command Range Safety User Requirements Manual Volume 2 - Flight Safety*, 31 Dec 1999 (Available through 30 SW/SE)

EW127-1, *Eastern and Western Range Safety Requirements Chapter 3 - Launch Vehicles, Payloads, and Ground Support Systems Requirements*, 31 Dec 1999 (Available through 30 SW/SE)

EW127-1, *Eastern and Western Range Safety User Requirements Manual Chapter 5 - Facilities and Structures*, 31 Dec 1999 (Available through 30 SW/SE)

EW127-1, *Eastern and Western Range Safety Requirements Chapter 6 - Ground and Launch Personnel, Equipment, Systems, and Material Operations Safety Requirements*, 31 Dec 1999 (Available through 30 SW/SE)

EW127-1, *Eastern and Western Range Safety Requirements Chapter 7 - Glossary of References, Abbreviations and Acronyms, and Terms*, 31 Dec 1999 (Available through 30 SW/SE)

*Acronyms and Abbreviations***AFFTC**—Air Center**AFSCN**—Air Network**AOCO**—Aeronautical Operations Control Officer**CLS**—Current Launch Schedule**CLSRB**—Current Launch Schedule Review Board**CSOSA**—Commercial Space Operations Support Agreement**DDL**—Data Distribution List**ER**—Eastern Range**ETB**—Engineering Test Basis**FAA**—Federal Aviation Administration**HQ AFSPC**—Headquarters Air Force Space Command**I&M**—Improvement and Modernization**JPASO**—Joint Pacific Area Scheduling Office**JON**—Job Order Number**KMR**—Kwajalein (Reagan Test Site)**LO&SC**—Launch Operations and Support Contract**LCB**—Limited Commitment Basis**MAJCOM**—Major Command**MOCC**—Maintenance and Center**NAWC**—Naval Center**NIB**—Non Interference Basis**NMC**—Non Mission Capable**OD**—Operations Directive**OPSEC**—Operations Security**OPR**—Office of Primary Responsibility**OPSCAP**—Operations Capability**OR**—Operational Requirement**OMSS**—Operational Message Switching System**OSM**—Operations Status Meeting**OT&E**—Operational Test and Evaluation**P-3**—Instrumentation Aircraft (Telemetry and Optics)

PI—Program Introduction
PMRF—Pacific Facility
PRD—Program Requirements Document
PSM—Program Support Manager
RATS—Range Automated Tasking System
RCO—Range Control Officer
RDQ—Range Data Questionnaire
RSOR—Range Safety Operational Requirement
RSS—Range Scheduling Support
RTS—Reagan Test Site
RUMS—Range Utilization Measurement System
SC—Statement of Capability
SLM—Space Launch Manifest
SLRSC—Spacelift System Contract
SMC/LRV—Space & Missile/Vandenberg (Program Manager)
SSM—Spacelift Status Messages
UDS—Universal Documentation System
WR—Western Range
WROCI—Western Operations Communications and Information Contractor
WSWG—Wing Support Working Group
OG/CC—30th Operations Group Commander
ROPS/DOF—2d Range Operations Squadron / Program Support Manager
ROPS/DON—2d Range Operations Squadron / Airspace and Offshore Management
ROPS/DOS—2d Range Operations Squadron / Scheduling Flight
RMS/RMR—30th Range Management Squadron / Range Systems Flight
SW—30th Space Wing
SW/SE—30th Space Wing Safety Office
SW/XP—30th Space Wing Plans and Programs

Terms

Aeronautical Operations Control Officer (AOCO)—An airman who coordinates all Area Control Center (ACC) up-range support for flight test operations, ensuring air controllers comply with military, DoD, and FAA rules and procedures. The AOCO provides real time notification in support of aeronautical test operations.

Allocation of Resources—A commitment by Range Scheduling (2 ROPS/DOS) of 30 SW resources required to support an operation. It includes, but is not limited to, instrumentation, airspace, frequencies, support facilities, and base activities.

Associated Operation—Operation conducted to support an objective of some other major milestone event or launch-related activity as its basic source. Associated Operations are charged to the same account (JON) they are linked to.

Downtime—The time a system, site, or facility is not available to support Range operations. Downtime is required for unplanned contingencies and scheduled maintenance, engineering modification, repair, etc.

Job Order Number (JON)—An eight-digit program account number that is assigned to track all costs incurred in support of operations scheduled at the Western Range (WR). Costs shall be billed in accordance with DoD 7000.14-R.

Launch Operation—A complete countdown including ignition firing and lift-off of a missile or other launch vehicle and plus-count activities.

Major Support Operation—A major milestone, pre-launch activity that requires major WR, or other support range resources. Examples of major milestone operations include Combined System Test (CST), Wet Dress Rehearsal (WDR), Mission Dress Rehearsal (MDR), and range check.

Minor Support Operation—Any operation that does not require a major commitment of WR instrumentation resources.

Operation—A procedure that commits resources, including (as appropriate), tracking and data acquisition, data reduction, communications, meteorology, utilities, photography, security, frequency management and control, and all other base support services relevant to the 30 SW mission. This includes other ranges when range support is required beyond the nominal boundaries or capabilities of the lead activity.

Operations Test Conductor—A range user representative who is responsible for the technical conduct of an operation. The operations test conductor must be available at a console or telephone during the scheduled operation.

Plus-count Activities—Activities occurring after missile or rocket lift-off (T-0).

Range Operations Schedule—The formally accepted workload schedule. The schedule is transmitted to WR support sites daily, Monday through Friday, except federal holidays, and officially specifies all operations supported by the WR during the current week. Specific support questions should be directed to 2 ROPS/DOS, Real Time Section, as schedules require continuous updating.

Range Scheduling—Range Scheduling serves as the principal point of contact with the user for planning, execution, and coordination with other activities to obtain total support.

Range User—An agent or agency authorized to conduct operations on the WR.

Related Operation—An operation conducted to achieve an objective not associated to, but dependent upon, a major operation for meeting planned objectives. Related operations are linked to certain operations but charged to a different JON.

Symbiotic Operation—An association between two or more different programs running concurrent operations that may or may not benefit each other (e.g. MDR concurrent with an F-16 operation). Symbiotic operations are charged to a different account (JON) than their linked mission.

Western Range Operations Contractor—The contractor responsible for operations, maintenance and sustainment.

(T-0) Time—A predetermined time period within the range user's window at which an event will take place, unless otherwise specified. Usually, T-0 is at the start of the operation.

Zulu Time (Z)—Also referred to as Greenwich Mean Time (GMT) or Universal Time Constant (UTC). Pacific Standard Time plus 8 hours (last Sunday in October through first Sunday in April) or Pacific Daylight Time plus 7 hours (first Sunday in April through last Sunday in October). All WR scheduled message traffic uses Zulu time. **Note:** Daylight Savings Time changes at 0200L the first Sunday in April and the last Sunday in October.

Attachment 2

SAMPLE SCHEDULING REPRESENTATIVE MEMORANDUM

MEMORANDUM FOR 2 ROPS/CC
ATTN: Mr. Richard M. Nocis
1602 California Blvd, Suite 254
Vandenberg AFB CA 93437-5216

Date: Current Date

FROM: (YOUR ORGANIZATION)
(YOUR ADDRESS)

SUBJECT: (Name of Program) Scheduling Representatives for Western Range Operations

The following personnel are authorized to schedule/reschedule or slip launch operations for (Name of Program):

Name:

Phone:

The following personnel are authorized to schedule/reschedule or slip non-launch operations for the (Name of Program):

Name:

Phone:

Provide point of contact telephone numbers for after hour coordination and questions.

CUSTOMER ORGANIZATION COMMANDER/
PROGRAM MANAGER

Attachment 3**SAMPLE RANGE DATA QUESTIONNAIRE MEMORANDUM**

MEMORANDUM FOR 2 ROPS/DOF
 816 13th Street, Suite 324
 Vandenberg AFB CA 93437-5234

FROM: _____

SUBJECT: Range Data Questionnaire

1. Please fill out the information below, fold and return to us. We need your input, if the Western Range is not giving you satisfactory service:

- a. Operation Number _____ OD Number _____ OD Date _____
- b. Data Item _____ Item Number _____
- c. Data Source _____ Data Recipient _____
- d. Person to be Contacted _____ Phone Number _____

2. If there was a discrepancy in the data handling, we would like you to check off area(s) where the discrepancy was found:

Quality____ Quantity____ Reproduction____ Labeling____
 Identification____ Timing____ Late Delivery____ Time Intervals____
 Packaging____ Security Classification____ Other_____

3. Please provide any remarks/comments that can describe the above discrepancy:
 (If additional space is needed, just use a blank sheet of paper)

YOUR ORGANIZATION'S COMMANDER / PROGRAM MANAGER