

**BY ORDER OF THE COMMANDER  
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION 13-204**



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***Space, Missile, Command and Control***

***SCHEDULING AND USE OF HELICOPTERS  
FOR EASTERN RANGE SUPPORT***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes responsibilities and procedures for the scheduling, use, and operational coordination of helicopters in support of Eastern Range (ER) missions. It applies to personnel of 45th Space Wing, 45 SW tenants, Range users, and the Range contractor. All requirements and responsibilities levied on the contractor are limited to those approved by the contracting officer. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, Recommendation for Change of Publication; route AF 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 Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include updates to organizational offices responsible for providing helicopter support (paragraph 1.), and clarifies responsibilities (paragraphs 2.1., 2.2.) and procedures for requesting support (paragraph 3.1).

**1. General:** The mission of the 301st Rescue Squadron (RQS) includes supporting ER launch area surveillance requirements with up to two (2) HH60G helicopters for ER launch operations and maintaining a combat search and rescue capability in support of, and under the control of, its parent organization (ACC). Mission priorities will be determined on a case-by-case basis.

## 2. Responsibilities:

2.1. The 301 RQS Commander will maintain tactical control of the squadron's aircraft, except when committed to support ER operations. During these periods, control of committed aircraft will be exercised through the ER Aerospace Control Officer, Surveillance Control Officer, or the Range Operations Commander, from the specified L-X time through published launch window times or termination of operation, whichever occurs first.

2.2. Mission requirements of a recurring nature will be submitted in accordance with 45 SWI 13-206, *Eastern Range Scheduling*, by the appropriate Program Support Manager (PSM), or by operational requirements documentation (in the case of support associated with Range operations).

2.3. Other requirements for 301 RQS support (such as photo flights or personnel/supply airlift) and/or one-time requirements will be submitted according to 45SWI 13-206, *Eastern Range Scheduling*, as far in advance as possible to the 1st Range Operations Squadron, Scheduling Flight (1 ROPS/DOUS), to be forwarded to 301 RQS no later than two weeks prior to the date the support is required (whenever possible).

## 3. Procedures:

3.1. The 1 ROPS/DOUS will consolidate both recurring and one-time requests and forward them by telephone to 301 RQS. If requested by the 301 RQS, a letter specifying the mission requirements will be sent to the 301 RQS/DO. This letter may come from 1 ROPS/DOUS or the user through 1 ROPS/DOUS. In determining whether a request can be honored, the following priority listing will be used as a guide:

3.1.1. Actual rescue mission or emergency medical evacuation requests.

3.1.2. Higher headquarters directed missions.

3.1.3. Support of launch operations.

3.1.4. Combat Search and Rescue Aircrew training requirements.

3.1.5. Other missions, subject to availability.

3.2. The 301 RQS Commander will determine if the requested support is within the squadron's capability after considering safety factors, aircrew availability, maintenance status, and other factors. The 301 RQS Commander, or designated representative, is the final approval authority for all missions.

3.3. Direct communication is encouraged between 1 ROPS/DOUS and 301 RQS Operations to resolve conflicts and problems arising in the conduct of, or approval for, launch area surveillance.

**4. Reimbursement Procedures:** Support to Range users rendered under this instruction is subject to the reimbursement guidelines contained in 45SWI 65-601, *Reimbursement Policy*.

4.1. Job Order Numbers (JON) for each mission will be provided to 920 RQW/FM by 1 ROPS.

4.2. The 920 MXG will provide the 920 RQW/FM with additional data necessary for required billing information.

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Vice Commander