BY ORDER OF THE COMMANDER 45TH SPACE WING

45TH SPACE WING INSTRUCTION 13-206

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Space, Missile, Command and Control

EASTERN RANGE SCHEDULING

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This instruction establishes policies, procedures and responsibilities for scheduling operations on the 45th Space Wing (45 SW) Eastern Range (ER). It defines the processes by which 45 SW resources are committed to support range operations and maintenance required to maintain an executable launch schedule as defined by AFSPCI 10-1213. These processes allow for the scheduling of ER assets in support of ballistic missile launch operations, spacelift, surveillance, aircraft test flights and other operations requiring ER assets. The provisions contained in this instruction apply to all personnel and agencies requiring the use of ER controlled range resources and the providers of those resources. Refer recommended changes and questions about this instruction to 1 ROPS/DOUS, 10400 Phillips Parkway (CCAFS), Patrick AFB FL 32925-2618 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 Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

The Paperwork Reduction Act of 1974 as amended in 1996 and Air Force Instruction (AFI) 33-360, Volume 2, *Forms Management Program*, affect this publication.

Exemption Statement: The reporting requirement in this instruction, 45 SWI 13-206, 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 minimally revised and should be reviewed in its entirety. The revisions addressed the minimum allowable time lines to submit launch operations requests, clarified launch "PLANNING DATE" requirements and incorporated changes to AFSPCI 10-1213 (Launch Scheduling and Forecasting Procedures). AFSO21 initiatives have been incorporated. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Distribution Schedule located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/.

Chapter 1

GENERAL

1.1. Scheduling Mission. The 1st Range Operations Squadron's Scheduling Section (DOUS) is the single scheduling authority for all launch, launch associated tests and internal range activities requiring ER and 45 SW support resources excluding base support and 45 SW Safety Office functions. Their mission objective is to ensure that all launches, operations and associated tests are fully supported on the dates and times requested by the range customer, or as close to the requested date and time as possible. DOUS will consider mission priorities, range capabilities, economy of operations, funding availability and established safety and security criteria when processing and prioritizing authorized schedule requests.

1.2. Operating Policies.

1.2.1. Support commitment. Range resources are committed for support upon request and in accordance with applicable Operations Directives (ODs), internal test directives and technical support requirements. Resources are allocated so that the maximum number of operational requirements can be supported safely and efficiently. Range resources include (but are not limited to) instrumentation, airspace, radio frequencies, support facilities and base support services.

1.2.2. DOUS operates primarily on a first come-first served basis, with certain 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 requests for operational support using 45 SW resources will be requested through and scheduled by DOUS.

1.2.3. Authorized Schedulers. DOUS will only accept operational support requests (scheduling requests) from authorized scheduling representatives who have been formally designated in writing by their unit commanders (or equivalent commercial project directors) and submitted to DOUS (see Attachment 1 for example). The designated individuals will be authorized to request launch/pre-launch operations and obligate the expenditure of program funds. They must have firsthand knowledge of their program's scheduling requirements and be familiar with Eastern Range operations. Also, they must be fully entrusted with decision-making scheduling authority for their program. Authorized scheduler letters will be updated annually or when personnel changes occur. Newly designated schedulers are highly encouraged to meet with DOUS prior to scheduling operations on the ER for a scheduling process orientation.

1.2.4. Scheduling Conflicts. Scheduling conflicts that arise during operations will be up-channeled to the on-console Range Control Officer (RCO), Program Support Manager (PSM) or DOUS as appropriate. All other scheduling issues or conflicts will be resolved by DOUS through direct negotiation with the affected parties (and/or support agencies) or elevation through the chain of command (after DOUS involvement) when appropriate.

1.2.5. Scheduling Priorities. DOUS serves as the 45 SW's impartial scheduling broker via the philosophy that launch operations, major milestone/critical path test operations and associated pre-launch checkouts have the highest priority and take precedence over re-occurring/non-launch institutional test operations. Priorities are listed numerically from

section 1.2.5.1 (highest priority) to section 1.2.5.4 (lowest priority), and are also ranked within each section. Priorities are as follows:

1.2.5.1. Wing approved launch dates will be given the highest priority, followed by other range activities.

1.2.5.2. Corrective maintenance to restore an ER resource to a Fully Mission Capable (FMC) condition for an approved launch, pre-launch or other critical path operation will take precedence over other non-critical instrumentation requirements.

1.2.5.2.1. CLSRB coordinated and approved maintenance downtimes will have the same priority as an approved launch date and will require 45 OG/CC and 14AF concurrence to be rescheduled.

1.2.5.2.2. Planned Depot Maintenance (PDM) and range modernization operations may be rescheduled by DOUS if the asset is required to support an approved launch date and/or a critical milestone in support of an approved launch date.

1.2.5.3. Critical milestone pre-launch certification/calibration/test operations that must be successfully completed on the dates requested to meet an approved launch date shall have precedence over a less time sensitive operation which, if scheduled for another date or time, would not result in a launch date change.

1.2.5.4. Scheduling of mission console training operations to fulfill 45 SW crew mission readiness certification requirements for the next scheduled launch will have priority over the scheduling of recurring/upgrade training and/or familiarization/proficiency simulations.

1.2.6. Additional factors such as inter-range support requirements, worldwide communications, national urgency, limited orbital parameters, space or scientific achievement, DoD exercises and some maintenance activities (such as SLRSC major modifications) will be strongly considered when determining scheduling priorities and can drive an increased priority for a request. Personnel crew rest requirements will be considered when scheduling any activity. In the event of unresolved scheduling conflicts excluding launches, DOUS will assign priorities, with OG/CC concurrence, when placing operations on the range operations schedule. Receipt of launch date requests to DOUS establishes precedence for launch date queue consideration should previously scheduled launch dates become available.

1.2.7. L-1 day checks contained in OD-12 (ER Instrumentation Set-up and Checkout) are normally scheduled during standard duty hours on the last workday prior to each launch. These checks are assigned the same priority as the associated launch operation. It is range policy not to schedule L-1 day checks after normal duty hours or on weekends or holidays. After L-1 checks are completed, the range will be in a "Locked Down for Launch" status that prevents any change in configuration. "Locked Down" status can only be waived by the 1 ROPS/CC or DO.

1.2.8. Customers are encouraged to submit all schedule requirements by noon Thursday a minimum of two weeks in advance of the requested date. Acceptance of requests after this cut-off date will be considered based on criticality, range priority, resource availability and other relevant factors.

1.2.9. In order to maximize range resource utilization efficiency and minimize non-recoverable support periods, the scheduling of requirements on a non-interference basis (NIB) is discouraged.

1.2.10. Due to limited range resource availability, the practice of requesting additional time or "back-up dates" in anticipation that a problem may develop when conducting an operation is prohibited. When unanticipated problems do occur, a real-time request for an extension should be submitted to DOUS. The extension request will be evaluated on a real-time situational basis.

1.3. Days and Hours of Operation.

1.3.1. The 45 SW operates the ER based on a standard Monday thru Friday, 40-hour work week. Operational requests for support by wing and/or contractor personnel for overtime work to be performed outside of normal duty hours or on weekends and/or federal holidays will not normally be approved. Exceptions to this policy will be coordinated through the 45 SW Program Lead and/or the 1 ROPS Program Support Manager (PSM), through DOUS and then forwarded to 1 ROPS/CC or DO for adjudication. 45 OG/CC will have final approval authority. See paragraphs 1.4 and 1.5 of this instruction for a description of overtime rules, responsibilities and exceptions.

1.3.2. DOUS is operated Monday-Friday (0600L-2200L) and Saturday/Sunday (0800L-1600L). DOUS is closed on federal holidays. Scheduling support is also provided during all launch countdown operations and other specifically designated operations occurring outside of normal duty hours. Staffing will normally be for the entire range minus count prior to the planned T-0 (unless directed otherwise) and will remain through completion of the operation and post-operation activities.

1.3.3. Range contractor instrumentation support is available 0730L-1615L, Monday thru Friday. Set-up and post-op time outside of this window is considered overtime.

1.4. Overtime Operations.

1.4.1. The 1 ROPS/CC in coordination with the appropriate PSM and Budget Analyst normally serves as the reimbursable Job Order Number (JON) approval authority for scheduling support requests outside of normal duty hours. The PSM and Budget Analyst are responsible for confirming that the requesting range users (both commercial and government) have sufficient funding available to cover civilian and contractor overtime expenses. Overtime support will be dependent upon PSM coordination and confirmation of resource and personnel availability.

1.4.2. 45 OG/CC serves as the overtime approval authority for all non-reimbursable JON (institutional/direct funds) overtime charges. These requests will be routed through 1 ROPS/CC prior to requesting approval from 45 OG/CC. Users are required to notify DOUS as far in advance as possible (and NLT 48 hours prior) when requesting overtime operations.

1.5. After Hours Range Support. Requests for scheduling support after normal range operating hours will be coordinated through DOUS by contacting the off-duty Range Scheduling Duty Officer (RSDO) at 321-759-6943.

1.5.1. 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.

1.6. Hazardous Operations. Hazardous operations will be scheduled in compliance with Eastern/Western Range EWR 127-1, *Range Safety Requirements* and AFSPCMAN 91-710, *Range Safety User Requirements* unless a waiver is obtained. In addition, the hazardous operations must be approved by 45 SW/SE. Compliance requirements apply to launches, pre-launch and countdown operations, operation of high-pressure systems, handling of propellants, radioactive source handling, corrosion control maintenance and other activities. Radioactive source handling by active duty/government employees must be approved by 45 AMDS/SGPB.

1.7. Operational Resource Certification. Under normal circumstances, range instrumentation, communications and data systems (both hardware and software) will be committed for use by ER customers only after these systems have been operationally certified and accepted by the wing.

1.8. Scheduling Office Contact Telephone Numbers. Eastern Range Scheduling Manager: 321-853-2012 / DSN 467-2012; Forecast Scheduling Manager: 321-853-5947 / DSN 467-5947; Real-Time Scheduling: 321-853-5941/2/3/4 / DSN 467-5941/2/3/4; Forecast Scheduling: 321-853-2031 / DSN 467-2031

1.9. Program Support Manager. The Program Management Section (1 ROPS/DOUF) is the range customer's primary point of contact for document generation activities to include obtaining, coordinating and defining customer and range safety operational requirements and OD development. The PSM is responsible for all Universal Documentation System (UDS) actions and will coordinate supporting range(s) and base agency support as documented in UDS prior to the mission execution phase. The PSM also advises range operators and range contractor personnel on program requirements.

1.10. Customer Contact Policy. Point of contact telephone number(s) for both duty and non-duty hours are required for each operation. After hours point(s) of contact must be directly connected to each scheduled operation, must have "decision-making authority" and must be reachable by phone for the entire duration of the operation. Operations will not be scheduled without customer points of contact.

1.11. Universal Documentation System. ER missions are conducted utilizing the UDS, which was implemented by the Range Commander's Council 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 DOUS to schedule and task operational systems and base support agencies. It also provides the basis for charging customers for the support provided by the ER. The UDS is divided into three levels:

1.11.1. UDS Level One. Level One UDS documentation initiates program support planning between range users and 45 SW. Level One establishes program scope, program support activities and acceptance by 45 SW of range user programs. Level One UDS documentation is normally generated for all new 45 SW programs.

1.11.2. 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 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 ER commitment to support the customer's program requirements.

1.11.3. 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). The OR is used to define the program's 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 45 SW launch requirements. The OD is approved by appropriate program's PSM. For further information, refer to 45 SWI 99-101, *45th Space Wing Mission Program Documents*.

Chapter 2

RANGE SCHEDULING

2.1. 45 SW Range Scheduling. 1 ROPS/DOUS operates the Real-Time Scheduling Element (current date +9 days out), the Advanced Forecast Scheduling Element (+10 days and out) and the Airspace Management Element.

2.2. Current Launch Schedule Review Board (CLSRB). 1 ROPS/DOUS is the 45 SW OPR for CLSRB meetings. The CLSRB is chaired by the 14 AF/CC and is the governing body for launch scheduling and approval of the 24 month Current Launch Schedule (CLS). The wing launch schedule is briefed to senior leaders during the CLSRB and at government Launch Queue Board integration meetings. DOUS also supports heritage launch systems and other CLSRB related meetings as required.

2.2.1. CLSRB Launch Slot Allocations. The CLSRB determines an executable plan for conducting space launch operations and serves as the approval authority for launch slot allocation of Air Force Space Launch Complexes. The CLS is an agreed-to launch schedule plan for missions from zero to 48 months in the future. When an official launch date changes within the first 24 months of the CLS period, the 45 SW/CC has the approval authority to commit ER resources to a modified supportable launch date for a user, provided all customers (launch vehicle, payload, maintenance, etc.) concur. When customers do not concur and issues cannot be resolved by the wing, 14AF/A3 may review the issue and attempt to resolve any conflicts. If conflicts still cannot be resolved, an out-of-cycle CLSRB may be convened to adjudicate the disagreement. Changes to the launch forecast that are more than 24 months from an approved launch date will be coordinated by DOUS.

2.3. Electronic Maintenance and Operations Coordination Center (EMOCC) Webpage. The EMOCC web site is managed by DOUS at URL: **https://emocc.patrick.af.mil** and was established to provide users instant access to the "real time" range schedule and updated launch status information. The website is available to personnel with 45 SW Local Area Network access. Wing members are encouraged to complete the access form on-line for an EMOCC account. Direct questions concerning EMOCC webpage account or access issues to: 1 ROPS/DOUX.

2.4. Forecast Element. The Forecast Scheduling Element is responsible for performing all scheduling and de-confliction actions beyond the currently scheduled week. The Forecast Element is also responsible for compiling the 90-Day Range Forecast, the Advanced Forecast Schedule and the Wing Launch Manifest for the 1 ROPS/CC, generating and coordinating 45 SW Launch Approval Requests (Shark Sheets), developing and publishing Launch Hazard Area maps and administering the 45 SW Space Launch Intrusion Prevention Plan. They also build the initial base of the official range schedule. All customer requirements (except launch dates and critical milestones), should be submitted no later than 2 weeks prior to the needed date. Late requests (received after the 2-week deadline point) will only be accepted when there are no conflicts during the requested time frame and the request is supportable.

2.4.1. Current range scheduling information can be viewed on the EMOCC website. Arrangements to receive paper or electronic copies of the schedule can also be made by contacting DOUS directly. Once the official weekly schedule has been electronically posted,

all current scheduling responsibilities (current date +9 days out), are transferred to the Real-Time Scheduling Element.

2.5. Real-Time Element. The Real-Time Scheduling Element is responsible for performing all scheduling and de-confliction actions during the current week. Changes or additions to the current week's schedule will be accepted based on criticality, range priorities, resource availability (instrumentation and personnel) and any other factors DOUS considers necessary to accomplish the mission. New requests for range support will not preempt previously scheduled range activities unless mission priority dictates or there is full agreement between all parties concerned and the agreement is approved by DOUS. Requests must be received NLT 1200L the day prior to the operation's start date. In addition, the requestor must follow up the request with a phone call to ensure DOUS received the request and to confirm the request is supportable and will be added to the following day's schedule.

2.6. Airspace Element. The Airspace Scheduling Element is responsible for the scheduling and de-confliction of restricted/Special Use Airspace requirements in support of launch operations and coordinating airspace requirements including (but not limited to) Notice to Airman/Notice to Mariners (NOTAMS/NOTMARS), Prior Permission Required (PPR) requests, Launch Hazard Area notifications, Unmanned Aircraft System operations, laser operations and other associated mission areas. Refer to 45 SWI 13-201 *Eastern Range Airspace Management Procedures* for more detailed information and airspace requirements for ER customers.

2.7. Range Scheduling Meetings. DOUS hosts two re-occurring weekly scheduling meetings to allow ER users to participate in the planning and negotiation for allocation of ER resources and to produce a conflict-free and precise launch operations schedule. All agencies requesting or providing support must be represented at these meetings. Conflicts will be identified and resolution options will be discussed and approved. Users requesting support which potentially displaces previously scheduled operations will attempt coordination with the existing user for alternative support solutions. DOUS will review negotiated compromises for ER supportability and approve acceptable requests.

2.7.1. The DOUS Forecast Element chairs the Launch Planning and Status Meeting for the purpose of discussing the launch schedule, operational issues, maintenance and range modernization activities and any other issues that affect range users and providers. A free and open discussion of issues is promoted. Range user representatives and range resource providers should make every effort to attend this meeting to obtain knowledge of forecasted resource requirements, scheduling changes, and to provide insight into their program's status and requirements. Meetings are normally held each Monday (federal holidays excluded) at the Morrell Operations Center (MOC) room 106 at 0930L. Telecom capability is available for those who cannot attend in person.

2.7.2. The DOUS Real-Time Element chairs the Range Instrumentation Scheduling Meeting for the purpose of finalizing all range operations and instrumentation support requirements for the following week's range schedule. This critical meeting also performs a "quality check" review of the following week's range operations schedule and identifies any conflicts or operational/scheduling discrepancies. All agencies requesting support or tasked to provide support are required to attend. Final conflict resolution is usually implemented at this time. Meetings are normally held each Thursday, (federal holidays excluded) at the Morrell Operations Center (MOC) room 155A at 0900L. Participants include range instrumentation

super system representatives (command, radar, communications, telemetry, optics, computer ops, timing, etc.), section managers, range contractors/engineers, PSMs, authorized program schedulers and other agencies. If any tasked agency cannot attend the meeting, they must either call into the meeting or download the weekly instrumentation schedule from the EMOCC website and de-conflict the following week's scheduled operations against their instrumentation areas to ensure there are no unsupportable resource requirements or scheduling conflicts. They are then required to contact DOUS by 1600L the same day (Thursday) and concur or non-concur with the following week's schedule.

Chapter 3

RANGE SCHEDULING PROCESS

3.1. ER Scheduling Process. ER operations schedules will be generated based on range user mandatory requirements and will 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 paragraphs describe the range scheduling process in greater detail.

3.1.1. 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.

3.1.2. 45 SW/XP is the wing's initial point of contact for new programs. Assistance in establishing new customer-funded JONs can be obtained from 45 SW/XP as required. The practice of charging internal range JONs (institutional/direct funds) shall be avoided. Customer JONs will be charged when range support is provided.

3.2. Launch Scheduling Requirements. DOUS will process Initial Launch Capability (ILC) requests to ensure all range and safety requirements can be supported. Requests can be made via the 45 SW Form 2050 (Launch Operation Scheduling Request) or a company letterhead equivalent and must be received by DOUS NLT 90 days prior to the requested launch date. The request must contain the launch date, UNCLASSIFIED launch window/period, expected launch time and valid JON. The request must also include a list of all major milestones, the dates and instrumentation requirements for these milestones, and identify a 24 or 48 hour recycle opportunity (if required). For missions that require additional recycle opportunities (inter-planetary, orbital or other unique requirements), the customer should notify DOUS as soon as possible so they can secure approval and protect those opportunities when de-conflicting the 45 SW launch manifest. The primary method to deliver requests to DOUS is via e-mail at **1ropsched@us.af.mil.** Other acceptable methods to deliver requests to DOUS include U.S. mail, e-mail, FAX or hand-delivered. Verbal and/or telephone requests to DOUS for support will require an e-mail or FAX confirmation. All requests sent by e-mail and FAX should be confirmed by the requester via telephone within 15 minutes of transmission. For launch requests that have not been approved by the CLSRB process, an AF Form 2010 (Launch Forecast Request) requesting the ILC date with all applicable information should be submitted to DOUS as soon as it is known, and definitely NLT 90 days prior to the requested launch date. Final approval is contingent upon receipt of the required form with the original signature. Approved launches and associated major milestone/critical path activities already on the schedule will have priority over a new launch request unless otherwise coordinated and approved. It is range policy that only one launch date can be requested and processed at a time, therefore multiple launch date requests will not be accepted. Range users may submit changes to their initial launch date requests to DOUS using updated 45 SW forms, a signed and dated facsimile request or a signed and dated memorandum or company letterhead equivalent. Electronic signatures on all methods of change requests are acceptable.

3.2.1. Launch Date Changes. Requests for changes to the 45th Space Wing Launch Manifest must be coordinated through DOUS to determine availability of range resources to

accommodate the proposed date change. In evaluating the request, DOUS will consider possible impacts to critical path pre-launch operations required by other users to meet their currently scheduled launch date(s). Submission of formal written change requests to DOUS is required with final approval authority contingent upon receipt of signed request. 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 schedule and the relinquished date becomes immediately available to other customers. The mission is then placed into a "Pending" status until the new launch date request has been processed, de-conflicted, coordinated and approved. DOUS recommendation for acceptance will be based on sufficient range turnaround allowances for instrumentation support resources to transition from the nominal T-Zero time of one mission type to the nominal T-Zero time of a following mission type (see para 3.11). In addition, if the launch date change meets any of the criteria outlined in AFSPCI 10-1213, Attachment 1 (Significant Scheduling Actions), DOUS must coordinate the request with 14 AF (AFSTRAT) prior to approving the request.

3.2.2. When launch date changes occur, range scheduling activities become labor intensive due to the necessary rescheduling of associated launch support operations. Some of these rescheduling actions can cause significant impact to other range customers. Therefore, users are strongly encouraged to relinquish launch dates as soon as it is determined that the currently approved date cannot be achieved. In addition, it is highly recommended that the rescheduling of pre-launch activities be delayed until a new achievable launch date is determined. If there is an extended scheduling delay, it is recommended that associated launch operations be removed from the schedule entirely to free up range resources for other customers.

3.2.3. Launch Opportunities. A range user's requested launch date is scheduled as a single, officially approved date with the understanding that if the launch cannot be completed on the scheduled (first attempt) date, range resources will be de-conflicted for a second launch attempt (usually on the following day). Launch vehicles that require more than 24 hours to recycle may request a 48-hour recycle (second attempt) on their initial launch request. Due to limited range resources, range users will not normally be pre-approved for more than one 24 or 48 hour recycle opportunity on their launch request. Following are some additional parameters:

3.2.3.1. If a range user requests a launch date that would allow them only one launch attempt prior to a first attempt date for another previously approved user, the requester will be informed that only one launch attempt is available. If the range customer does not agree to this condition, DOUS will present alternative dates where two consecutive opportunities can be provided. In cases where the customer accepts a single launch opportunity and is not successful on their launch attempt, they must agree to move to a later date that is open and supportable by the range.

3.2.3.2. If a range user desires to submit a launch or operation request based upon the expectation that a previously approved range user will not require a second day of opportunity, they must agree to move to alternate dates if the previously scheduled user elects to use a second attempt day. Any range user wishing to advance ahead of, insert themselves between or propose minimum turnaround times following a previously approved launch date may negotiate a schedule change, provided mutual agreement is obtained from all users, range capabilities can support and DOUS approves the change.

3.2.3.3. Crew Rest. For advance planning purposes, a 10-hour uninterrupted period of time is required to maximize crew rest following an in-count launch scrub. In addition, there are other crew rest constraints that DOUS must take into account when assessing launch operations support scenarios (such as maximum days worked consecutively, maximum hours worked in one day, maximum hours worked in a seven day period, etc). Prior approval is required from wing leadership for requests that will result in waiving 45 SW crew rest guidelines.

3.3. Launch Schedule Conflict Resolution.

3.3.1. Inter-range scheduling conflicts will be resolved in accordance with this instruction.

3.3.2. 45 SW launch scheduling conflicts will be resolved in accordance with AFSPCI 10-1213 and this instruction.

3.3.3. Range users requesting launch dates in conflict with other launch dates or scheduled maintenance may negotiate support accommodations with an existing operation provided mutual agreement is obtained from the parties impacted and ER capabilities can support the change. When negotiation between users is not possible, DOUS will offer alternative options (if available). If proposed solutions are not acceptable to the involved parties, DOUS will inform the user the conflicting request is rejected.

3.4. ER Launch Approval Process. For most launch operations, the CLSRB process establishes the Current Launch Schedule (CLS) on the ER. The 45 SW/CC is the final approval authority for all ER launches. DOUS processes initial (and rescheduled) launch requests by de-conflicting and coordinating requirements with supporting agencies (including other ranges) and previously scheduled users (if impacted by the new request). Once support agency concurrence is received and all supportable critical path operation dates are de-conflicted, DOUS will forward the Shark Sheet for 45 SW leadership concur/non-concur and approval/disapproval action. Coordination sequence is as follows: 1 ROPS/CC, 45 LCG/CC, and 45 OG/CC for concur/non-concurrence and then to 45 SW/CC for final approval/disapproval action. If launch date changes or additions require 14 AF coordination IAW AFSPCI 10-1213, Attachment 1, no changes will be made to the official schedule and 45 SW leadership coordination will not take place until the coordination with 14 AF has occurred. DOUS will advise the designated customer POC of launch request status and disposition. (Note: 45 SW/CC has the authority to amend or rescind an approved Shark Sheet at any time). Agencies requiring specific notification of schedule changes should furnish their requirements to DOUS. Notifications of schedule changes will be made as soon as possible. Rescheduling of a launch operation which advances the launch date and time by more than 12 hours from the originally scheduled date and time will be coordinated by DOUS with Launch Safety Analysis (45 SW/SELF) prior to approval for adequate pre-mission safety data processing time.

3.4.1. An “Approved” launch date triggers automatic pre-launch range activities (mission meetings, NOTAM/NOTMAR requests, range reconfiguration, Space Launch Intrusion Prevention Plan procedures, etc) that are executed by the 45 SW and the contractor. The 45 SW/CC has the authority to remove unattainable launch dates from the schedule if reasonable doubt exists that the launch service provider can achieve the scheduled launch date. The 45 SW/CC also has the authority to downgrade the launch service provider from “Approved” to “Planning” status so as to preclude the 45 SW from expending manpower, resources and finances in support of an unattainable launch date. The launch service provider may re-

submit a launch request for coordination per paragraph 3.4 when an achievable launch date is determined. (Note: a "Planning" date is not an "Approved" launch date. It does not appear on the ER 90 Day Range Forecast, and can be "bumped" by any required operation associated with an "Approved" launch campaign to avoid a delay to the "Approved" program's launch attempt). Also, to prevent a situation where the 45 SW Range Contractor would not have enough time to execute all the processes necessary to support a successful launch attempt, if a mission is still in "Planning" status at 90 days prior to the Target Launch Date (TLD), the 45 SW/CC has the authority to direct DOUS to change the mission status from "Planning" to "Indefinite" until the launch provider submits a revised, supportable launch date.

3.5. Associated/Related and Shadow Operations Scheduling. Any associated, related and/or shadow operation which will run concurrently with a specified primary launch operation will not be scheduled unless prior written approval is obtained from the appropriate 1 ROPS authority and the primary launch program's project office. It is the associated operation's responsibility to obtain approval directly from the launch customer project office. Range users desiring to execute this type of operation must present written approval to the 1 ROPS/DOUF PSM allowing sufficient time to coordinate and schedule the requirement.

3.5.1. Associated/Related Operations Support. Associated/related operations are defined as any land, sea and/or air operation 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. If a launch anomaly occurs, the associated operation is responsible for controlling and submitting all requested data to the primary range user. It will be returned when the primary range user releases the data.

3.5.2. Shadow Operations Support. Shadow operations are defined as operations of range equipment, typically (but not limited to) new equipment being developed by SMC/LLRV under SLRSC (or any other contract) prior to delivery to the 45 SW. It includes any activity to capture, record or distribute launch vehicle, payload or ground-based instrumentation data. Requests for shadow operations will be generally made by the government POC to the appropriate PSM. This request must include the purpose/objective of the related operation (or if it is stand-alone) and identify any potential impacts to the primary operation. The PSM will coordinate with all appropriate parties (launch agency, START Treaty Office, etc.) to determine if the shadow operation(s) will affect any prior agreements. Requests for related/shadow operations must be provided to the PSM NLT 45 days prior to the desired operation date or the suspense date stated in program's UDS documents (whichever is earlier).

3.6. Major Pre-Launch Operations Scheduling. Requests for major pre-launch milestone 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 must be submitted to the DOUS Forecast Scheduling Element prior to Shark Sheet generation or at least 30 calendar days in advance of the requirement for a previously scheduled launch. This is necessary so that conflicting operations that are less time critical can be moved without serious impact to other range users and launch missions. Critical path milestones will receive priority over other activities as long as this will not impact other approved launch dates. All major readiness pre-launch operations must be included on the 45 SW Form 2050 or 2091. Other forecasted pre-launch operation requests

should be submitted no later than 1200 local time on Thursday two weeks prior to the planned activities.

3.7. Maintenance Coordination. Any maintenance activity which may affect range systems (including construction projects, facility improvements, range maintenance, major system modifications, new equipment installations, utility support, etc.) will be coordinated through DOUS 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 maintenance activities must be coordinated with DOUS well in advance of the project start date.

3.7.1. Maintenance outages. Any maintenance request that will remove a part of an instrumentation system or a significant range resource from the schedule in excess of 24 hours will be coordinated through the contractor's scheduling section. Contractor Scheduling will then de-conflict and coordinate the request through DOUS for approval by 1 ROPS/CC.

3.7.2. Maintenance resource de-confliction. When resources are available without conflict, the requirement for maintenance will be scheduled as requested. If a range user requests a resource scheduled for maintenance, DOUS will evaluate the situation and make a recommendation based on official directives and existing policies to optimize resource utilization. If the proposed recommendation is unacceptable to the parties, DOUS will elevate the issue to 1 ROPS/CC or DO for final resolution.

3.7.3. Maintenance Priorities. Mission Essential corrective equipment maintenance will be conducted as required ensuring range systems remain Fully Mission Capable (FMC) at all times. Routine maintenance activities will not have priority over ongoing operations.

3.7.4. Non Mission Capable (NMC) condition/outages. Any event which causes an instrumentation NMC condition or outage that causes a Required or Mandatory asset to be unable to perform its primary mission must be reported to 1 ROPS/DOUS as follows:

Table 3.1. Non Mission Capable Condition/Outages

Hours	Report From	Report To	Time
0730-1615 Mon-Fri	Contractor Scheduling	1 ROPS/DOUS (321) 853-5941	Within 30 minutes of notification
0600-0730 Mon-Fri 1615-1800 Mon-Fri	Contractor MCC		Within 1 hour of notification to MCC
1800-2200 Mon-Fri 0800-1600 Sat, Sun	Contractor MCC Duty Rep		Within 1 hour of notification to MCC Duty Rep
All other hours	Contractor MCC Duty Rep	45 SW Command Post (321) 494-7001 and Stand-by RSDO (321) 759-6943	Within 1 hour of notification to MCC Duty Rep

3.7.4.1. When reporting NMC conditions and outages, the contractor will include an explanation or cause of the outage (if known) and an estimate to return the asset (ETRO) to FMC condition. During normal working hours, 1 ROPS/DOUS will forward the NMC information to the 45 SW Command Post for notification of 45 SW leadership. During 1ROPS/DOUS non-working hours, the Contractor MCC Duty Representative will notify the 45 SW Command Post and the 1 ROPS Stand-by RSDO. The Command Post should also notify 45 RMS via e-mail at **45rmsre@patrick.af.mil.**

3.8. 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 24 hours must be requested, coordinated and scheduled well in advance of requirements. It is recommended that major system outage requirements be submitted to DOUS for consideration at least 6 months in advance whenever possible so that range and customer impacts can be assessed and viable contingency plans formulated as necessary. All other routine maintenance and modification activities involving range instrumentation systems will be scheduled with a specific call-up period (or a no call-up period) regardless of the duration of the downtime. If a range user requests use of an instrumentation system with a call-up period, maintenance will be deferred, and the system will be returned to FMC status for resource utilization. An Estimated Time to Return to Operations will be provided for each scheduled (and unscheduled) downtime.

3.8.1. A process for scheduling modernization and sustainment efforts of Eastern Range instrumentation by approved organizations is prescribed. Modernization and sustainment activities include, but are not limited to analysis, demonstrations, both dry run and formal Developmental Test and Evaluation (DT&E), Installation/Integration Assembly Test and Checkout (IATC), range system down time, upgrades and Site Integration/Acceptance Tests.

3.8.2. Scheduling requests to perform any modernization and sustainment activity will be submitted to the contractor through a Support Requirements Worksheet (SRW). Requests to perform Level III Formal Development Tests (dry run, DT&E, etc.) or Level IV Formal Operational Tests must include a Test Plan/Procedure detailing step-by-step actions on what is to be done at the time of testing and must be submitted no later than 10 days prior to the needed date.

3.8.3. The contractor will evaluate the SRW documentation for instrumentation support adequacy and issue range instrumentation Operations Control Instructions (OCI) as necessary. The contractor will assign conflict-free SRW requests, an operations number and enter it into the ER instrumentation schedule database.

3.9. Operations Scrub. DOUS will be notified immediately when range users decide to scrub a scheduled operation. If a scheduled operation is to be scrubbed or terminated by the range, the ER and range user will jointly evaluate the circumstances involved and explore possible alternative solutions prior to a decision. If an operation is in progress, the decision to scrub or terminate will be jointly coordinated and agreed to between ER and the range user prior to any announcement. The operation must be scrubbed by official actions as follows:

3.9.1. Prior to pick up of range operation count, all requests for scrubs will be directed to DOUS.

3.9.2. During a range operation or launch countdown, the RCO will be the official agent for accepting customer scrub requests. Upon notification of a scrub, the RCO will determine whether a customer will request a 24-hour or longer recycle. Prior to releasing any instrumentation, the RCO will forward the user's request to the Range Operations Commander (ROC) who will coordinate with DOUS and wing leadership to determine if a 24-hour or longer launch recycle is supportable. If 45 SW/CC approves a new launch date, the RCO will forward this information to DOUS before instrumentation release.

3.10. Rescheduling Action Following a Scrub. A reschedule date may be requested from DOUS immediately following the scrub.

3.11. Range Turnaround Constraints. The minimum "turnaround time" from one launch operation (measured from T-0 to T-0) to another (or one major operation to another) is (approx) 52 hours. This is due to instrumentation and contractor manpower constraints. Other factors that must be considered by DOUS are the Set-up/Recycle/Configuration/Calibration/Crew Rest periods, the time of day for the operation, extended minus or plus counts, contractor consecutive workday limits, etc. All these factors (and more) must be considered prior to approving customer requested launch dates or major milestone dates, especially when the requested dates impact another user's already approved launch or major milestone operation(s).

Chapter 4

RESPONSIBILITIES AND PROCEDURES

4.1. Range Responsibilities. 1 ROPS/DOUS serves as the primary interface for launch customers concerning range scheduling for their launch programs. The range is required to maintain an executable launch schedule as defined by AFSPCI 10-1213, *Spacelift Strategies and Scheduling Procedures*.

4.2. Customer Scheduling Responsibilities. New scheduling representatives are highly encouraged to meet with DOUS 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.

4.2.1. Long Range Launch Forecasts. Range users will submit updated launch forecasts to DOUS when requested to support CLSRB meetings. Forecasted activities will be classified IAW individual Program Security Classification Guides. The forecast will also include information applicable to each operation such as:

4.2.1.1. Operation Number, if assigned.

4.2.1.2. Month, date and time of test to be conducted.

4.2.1.3. Program Job Order Number.

4.2.1.4. Vehicle Type.

4.2.1.5. OD number.

4.2.1.6. Launch Site.

4.2.1.7. Mobile sensor requirements.

4.2.1.8. Impact area(s).

4.2.2. 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 should be submitted to DOUS by e-mail and recorded on 45 SW Form 2091 (*Operations Schedule/Forecast Request Card*) no later than 1200L on Thursday two 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 following information:

4.2.2.1. Date and time test is desired.

4.2.2.2. OD number and deletions or additions.

4.2.2.3. Job Order Number.

4.2.2.4. Location (building, area or launch site).

4.2.2.5. Identity of the range user, test conductor and individual contact telephone numbers for pre-coordination and in-progress operations, as well as for emergency purposes (e.g. halt operations).

4.2.2.6. Associated operation number.

4.2.2.7. In case of pre-launch support operations, define resource/items required if greater or less than already specified in the OD.

4.2.2.8. A minimum of 24-hours advance notification is required for operations requiring airspace coordination, civil engineering or CCAFS Skid Strip landing operations.

4.3. OD Scheduling Policies. When operations are scheduled, all support listed in the OD will be committed to the operation, except those resources deleted by the customer (for user requirements) or deleted by mutual agreement. Any agency requiring instrumentation or facilities not listed in the OD must contact the PSM for determination and approval before resources can be committed. DOUS will coordinate with appropriate 45 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.

4.3.1. All operations requiring "RF Silence" will be scheduled IAW OD 10040.

4.3.2. Requirements for support from non-ER resources not included in the OD, (e.g. helicopters, weather aircraft, ships, off-range resources, WR, NASA instrumentation sites, Kwajalein Missile Range, etc.) must be submitted as far in advance as possible and NLT 30 calendar days prior to the requested support date (first use). 45 SW helicopter support will be scheduled IAW 45 SWI 13-204, *Scheduling and Use of Helicopters for Eastern Range Support.*

4.3.3. Services and resources not include in the OR/OD (not provided by SCLS) must also be coordinated through the AF Launch Integration Office (AFLIO) at 476-4046, DSN 233:

4.3.3.1. SCLS-LCC at (321) 853-8228, DSN 467.

4.3.3.2. IOMS at (321) 853-7846, DSN 467.

4.4. Internal ER Test Scheduling. All internal range tests are scheduled through the contractor's scheduling office. Internal testing includes, but is not limited to preventive maintenance, system modifications, hardware engineering/software development, system degrades and system outages. The contractor scheduler coordinates requested assets with all support agencies prior to submitting requests to DOUS for approval. DOUS will process and integrate all range activities into the overall schedule as required to accomplish the mission.

4.5. Launch and Hazardous Operation Safety Notifications. DOUS is responsible for providing hazardous operations notifications by official messages to the appropriate agencies. Mandatory safety notifications involving land, national and international air and sea space are sent to the responsible agencies which then publish and distribute NOTAMS by the FAA and NOTMARS by the U.S. Coast Guard for the general public's safety, awareness and required action(s).

4.6. Other Range User Responsibilities. Range users shall:

4.6.1. Provide representation at weekly DOUS meetings.

4.6.2. Notify DOUS when scheduled base support activities (maintenance or modification to power, roads, water, etc.) could potentially impact unscheduled/scheduled launch processing.

4.6.3. Notify DOUS of the status of operations on the current and long range forecast as soon as changes occur.

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

4.6.5. At the time of submission, range users must identify those operations that are weather sensitive or hazardous. Conflicts for resources or services that cannot be resolved by the contractor will be channeled to DOUS for prioritization and resolution.

4.6.6. Requests for deviations from the approved schedule or support document should reach DOUS no later than 1200L on the day preceding the requested support date. Requests for changes to launch support requirements should reach DOUS on the day preceding the scheduled F-1 day support. If the ER cannot support the deviation as requested, the user will be required to take the following action:

4.6.6.1. Withdraw the deviation and run the operation as initially requested.

4.6.6.2. Reschedule the operation to a later date so proper coordination with all agencies can be accomplished.

4.6.7. Scheduling requests submitted for an operation that is to run the following work day must be confirmed through positive contact with DOUS Real-time Scheduling via telephone to ensure the requested assets are available.

4.6.8. Operation Completion Requirements. Customers are required to "close out" all scheduled operations NLT the scheduled completion time unless an extension has been requested and approved. In addition, customers will notify DOUS when operations are terminated or completed prior to the scheduled end time to prevent unnecessary program costs. The range user will immediately report completion, scrub or termination of all active operations to the on-console RCO. If there is no RCO support, or if the RCO is not at a console position, range users are required to notify DOUS when the operation concludes. Immediately upon test completion, the test conductor (or person in charge of the operation) must call 853-5941, regardless of whether the test was satisfactory or not. If problems were encountered during the operation, the range user will provide a brief, non-technical unclassified description. Users must also notify DOUS of any changes in post-operation data requirements after completing each test. During non-duty hours (2200-0600), range users will leave a recorded message on the DOUS answering machine at ext. 853-5941, fax (321) 853-7338 or e-mail to **1ropschd@patrick.af.mil** indicating the operation number, completion time and any problems encountered. Completed operations cannot be rescheduled using the same operations number.

Chapter 5

SCHEDULES AND OPERATIONAL STATUS REPORTS

5.1. Forecasts, Schedules, and Reports. The items listed below are prepared and distributed by DOUS. Agencies desiring specific or periodic forecasts, schedules or reports must submit written requests (in advance) along with justification to DOUS. Non-DoD civilian agencies requesting these items must have the military sponsor or contract monitoring officer endorse the requirement before materials can be released.

5.1.1. ER 90-Day Range Forecast. This document is constantly updated and maintained as scheduled operations and launch dates are approved. It is a dynamic 90-day forecast briefing slide of launch and major range instrumentation support operations scheduled on the ER. The 90-Day Range Forecast is located on the EMOCC website at: **https://emocc.patrick.af.mil**.

5.1.2. Weekly Schedule Forecast. This schedule begins each Monday at 0001Z and ends on Sunday at 2359Z. It lists all operations scheduled on the ER and the instrumentation resources that have been allocated to support each operation. The schedule is published on Friday prior to the week of execution and is available on the EMOCC website.

5.2. Resource Utilization Summary. The ER Operations and Workload Summary (published monthly) provides a quantitative measurement of range systems workload capacity and the amount of work performed by the systems. This summary is generated from data that is collected and processed by the Range Automatic Tasking System (RATS). Requests for this document may be submitted in writing to DOUS.

Chapter 6

OPERATIONS SECURITY

6.1. Schedule Classification. Some programs impose specific security classification requirements on activities associated with their programs. Since DOUS does not publish a classified schedule, all classified range operations will only be referenced by the assigned operation number and date and time until it is de-classified. The fact that an operation has been completed does not mean that it has been de-classified. Post-operation security measures will continue to be implemented in the same manner as used prior to the operation unless otherwise directed by the range user, program official or the Security Classification Guide (SCG). Detailed guidance regarding the classification of a program is available from the individual program's SCG. A summary of applicable security classification guidance is usually published in the program's OD.

6.1.1. Daily and weekly schedules published by DOUS are Unclassified/FOUO, Not for Public Dissemination.

6.1.2. Operation schedule requests will be submitted IAW the appropriate SCG and will be marked with the highest classification indicated in the SCG or other derivative information. Classified information on schedule request forms that have different levels of classification will be portion marked with the appropriate classification levels. Proper downgrading and declassification instructions will also be indicated on the scheduling request. Operation schedule request forms that are not properly marked will be refused by DOUS until proper markings have been applied.

6.1.3. The Daily/Weekly Schedule Report, 90-Day Range Forecast and Major Ops Calendars contain information that must be protected IAW AFI 33-332 and DOD Regulation 5400.11; Privacy Act of 1974 as Amended 5 U.S.C. 552a, and are For Official Use Only (FOUO). Range users and aerospace contractors are responsible for safeguarding and maintaining scheduling products IAW the Privacy Act of 1974.

6.1.4. 45 SW/PA, Public Affairs, is the office of record for DoD and NASA public releases that apply to 45 SW launch operations.

6.2. 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, correspondence, telephone calls and the implementation of various 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 methods. Information pertaining to any aspect of test operations will not be discussed with anyone except those whose duties require the information. Such terms as "launch", "firing operation", or other terms denoting an actual operation will be avoided when discussing any classified operation. OPSEC was considered in the development of this document IAW AFI 10-701, *Operations Security.*

Chapter 7

AVAILABILITY OF SCHEDULING FORMS

7.1. Availability of Scheduling Forms. 45 SW scheduling forms can be obtained by accessing the EMOCC webpage at **https://emocc@patrick.af.mil**. **Note:** 1 ROPS/DOUS requires an original copy of each form submitted by range users. The scheduling office will provide appropriate training on use of 45 SW scheduling forms upon request.

NINA M. ARMAGNO, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDD 3200.11, Major Range and Test Facility Base

AFI 10-701, Operations Security

AFI 33-360, Volume 2, Forms Management Program

AFMAN 33-363, Management of Records

AFSPCI 10-1213, Launch Scheduling and Forecasting Procedures

45 SWI 13-204, Scheduling and Use of Helicopters for Eastern Range Support

45 SWI 99-101, 45th Space Wing Mission Program Documents

Prescribed Forms

45 SW Form 2010, Launch Forecast

45 SW Form 2050, Launch Operation Schedule Request

45 SW Form 2091, Operations Schedule/Forecast Request Card

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFS—Air Force Station

AFSPC—Air Force Space Command

AFSPCI—Air Force Space Command Instruction

AFSTRAT—Air Forces Strategic

AOC—Air and space Operations Center

CC—Commander

CCAFS—Cape Canaveral Air Force Station

CLSFL—CLSRB Launch Scheduling Factors List

CLSRB—Current Launch Schedule Review Board

CUB—Commander's Update Briefing

DARPA—Defense Advanced Research Projects Agency

DOC—Designed Operational Capability

DoD—Department of Defense

EELV—Evolved Expendable Launch Vehicle

ER—Eastern Range

EReqM—Evaluation Request Message

FAA—Federal Aviation Administration

FYDP—Future Years Defense Program

IAW—In Accordance With

ILC—Initial Launch Capability

JFC—Joint Forces Command

JUON—Joint Urgent Operational Need

LCR—Launch Change Request

LISN—Launch Information Support Network

LRSW—Launch and Range Systems Wing

LSO—Launch Services Office

LTA—Launch to Augment

LTD—Launch to Deploy

LTR—Launch to Reconstitute

LTS—Launch to Sustain

LTSP—Launch to Sustain: Predicted

LTSU—Launch to Sustain: Unforeseen

LV—Launch Vehicle

MOA—Memorandum of Agreement

MDA—Missile Defense Agency

NASA—National Aeronautics and Space Administration

NIB—Non-Interference Basis

NLF—National Launch Forecast

NRO—National Reconnaissance Office

NSS—National Security Space

OD—Operations Directive

OPR—Office of Primary Responsibility

POC—Point of Contact

POM—Program Objective Memorandum

PPB&E—Planning, Programming, Budgeting, and Execution

RATS—Range Automatic Tasking System

ROPS—Range Operations Squadron

SMC—Space and Missile Systems Center

SMDC—Space and Missile Defense Command

SV—Space Vehicle

SW—Space Wing

UDS—Universal Documentation System

UCC—Unified Combatant Command

URL—Uniform Resource Locator

USSTRATCOM—United States Strategic Command

WR—Western Range

Attachment 2

SAMPLE SCHEDULING REPRESENTATIVE MEMORANDUM

Figure A2.1. Sample Scheduling Representative Memorandum

MEMORANDUM FOR 1 ROPS/DOUS Date: Current Date
ATTN: Mr. Steve Parish
10400 Phillips Parkway (CCAFS) MS 2004
Patrick AFB, FL 32925-2618

FROM: (YOUR ORGANIZATION)
(YOUR ADDRESS)

SUBJECT: (Name of Program) Scheduling Representatives for Eastern 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