

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 10-420**

**9 JULY 2010**



**Operations**

**COMBAT AIR FORCES  
AVIATION SCHEDULING**

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OPR: ACC/A3O

Supersedes: AFI 10-420,  
7 November 2006

Certified by: AF/A5X  
(Maj Gen Kip L. Self)

Pages: 28

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This Instruction implements AFPD 10-4, *Operations Planning: Air and Space Expeditionary Force (AEF)*. This AFI describes the responsibilities and procedures used to schedule Combat Air Forces (CAF) aviation assets by the CAF Aviation Scheduling Integrated Product Team (SIPT). This Instruction is applicable to all Major Commands (MAJCOMs) and subordinate agencies possessing CAF aviation assets. This Instruction applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC). For the purpose of this Instruction, the Air National Guard is functionally considered to be a MAJCOM. Refer recommended changes and conflicts between this and other publications to HQ ACC/A3OS, 205 Dodd Blvd, Suite 101, Langley AFB VA 23665-2789, using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. Significant changes involve a more refined naming convention to better reflect the aviation scheduling function. The aviation descriptor in Aviation Scheduling Integrated Product Team (Aviation SIPT) reflects the functional expertise in the wider context of AEF scheduling as well as providing better organization to product relationship with the Aviation SIPT producing the Aviation Schedule. This revision replaces the discontinued term Consolidated Planning Order (CPO) with CAF Aviation Schedule (numerous paragraphs); Scheduling Integrated Product Team (SIPT) with the more definitive Aviation Scheduling Integrated Product Team (Aviation SIPT); low density high

demand (LDHD) with the new term high demand/low supply (HD/LS); Force Allocation for Contingencies (FALCON) is replaced with Flying Organization Taskable Resource Scheduler (FORTRESS); FALCON Change Request (FCR) is replaced by Aviation Change Request (ACR); FALCON Automated Change Control Tracking System (FACCTS) is replaced by Aviation Change Tracking System (ACTS). Air Force Global Strike Command (AFGSC) was added to paragraphs 2.2 and 3.6.2. Global Military Force Policy (GMFP) was deleted from paragraphs 1.4, 1.10, and Attachment 1. Total Force Integration (TFI) associate unit capabilities for schedule planning are addressed in added paragraph 4.1.3., and added Tables 4.2 and 4.3 Attachment 4 contents have been replaced by an explanation of the Consolidated Planning Schedules (CPS) construct.

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## Chapter 1

### COMBAT AIR FORCES SCHEDULING GUIDANCE

**1.1. Introduction.** This Instruction outlines the guidance, process, and rules by which the Combat Air Forces (CAF) Aviation Scheduling Integrated Product Team (SIPT) schedules CAF aviation assets in support of the Air and Space Expeditionary Force Schedule (AS). It includes the Aviation SIPT's role in the development, approval, and maintenance of the CAF Aviation Schedule.

**1.2. Global Force Management (GFM).** GFM is a Department of Defense process to align force apportionment, assignment, and allocation methodologies to support joint force availability requirements, enable comprehensive insight into global availability of U.S. military forces, and provide senior decision makers a vehicle to quickly and accurately assess the impact and risk of proposed allocation, assignment, and apportionment changes.

**1.3. Global Force Management Allocation Plan (GFMAP).** GFMAP is a subset of GFM that establishes a formal process to allocate the Services' rotational forces to meet combatant commander demands for military capabilities. Recognizing that the global demand for rotational forces may exceed the available supply, the objectives of GFMAP are to: prioritize combatant commanders' operational tasks and allocate rotational forces to satisfy those tasks; optimize force management to mitigate risk while balancing the Services' organize, train, and equip responsibilities to meet combatant commander tasks; establish a mechanism to provide joint solutions to combatant commander requirements; provide predictability for both Services' rotational deployment scheduling and combatant commanders' operational planning; and increase flexibility and options for senior leadership that facilitate Services' ability to surge for war.

1.3.1. The Global Force Management Board (GFMB), chaired by the Joint Staff J3, and comprised of representatives from the Joint Staff, Services, and combatant commands, oversees the GFMAP process. The GFMB assesses and prioritizes combatant command requests for rotational capabilities, provides a prioritized list of combatant command requests to the Joint Force Provider (JFP) to use in identifying Joint solutions for military capabilities among the Services, and frames any contentious issues for decision by the SecDef.

1.3.2. US Joint Forces Command (USJFCOM) serves as the JFP for conventional forces not assigned to US Special Operations Command (USSOCOM) or US Transportation Command (USTRANSCOM). The JFP, working through its assigned Service components, provides global sourcing recommendations via the GFMAP to fill GFMB validated rotational force requirements. After GFMB review, the GFMAP is submitted to the Secretary of Defense for approval. The SecDef-approved GFMAP provides rotational authority for named forces to deploy in support of Combatant Commander (CCDR) requirements.

**1.4. The Air and Space Expeditionary Force (AEF).** The AEF is the force generation construct used to manage the battle rhythm of forces in order to meet global CCDR requirements while maintaining the highest possible level of overall readiness. Through the AEF, the Air Force establishes a predictable, standardized battle rhythm ensuring rotational forces are properly organized, trained, equipped, and ready to sustain capabilities while rapidly responding to emerging crises. Each AEF contains active component and reserve component aircraft,

associated expeditionary combat support, command and control elements, and other enablers available to support each AEF.

**1.5. Centralized CAF Aviation Scheduling.** CAF aviation uses a centralized scheduling process described herein that facilitates an equitable distribution of assigned tasks. The CAF Aviation SIPT manages the scheduling process of 3-series UTCs containing aircraft for both contingency and MAJCOM or above training tasks. The CAF Aviation SIPT uses computer software to mesh requirements and known variables into unit schedules published through the web-based Aviation Schedule. The CAF Aviation SIPT also provides the contingency portion of the Aviation Schedule to the JFP as the Air Force portion of the GFMAP.

**1.6. CAF Aviation Scheduling Cycle and Tempo Bands.** Operating within the overall AEF Life Cycle of normal training, preparation, and deployment, the training period is further segmented into a recovery phase (if required), a basic training phase, and advanced training phase for CAF aviation scheduling purposes. The overall length of a particular unit’s cycle is dependent on their assigned tempo band. Tempo banding methodology is used to ensure capabilities are distributed equitably across AEF deployments. Tempo banding places various capabilities on different rotational intervals that are known as dwell. Different dwell rates across the AEF provide a consistent deployed capability despite the wide ranging number of CAF units capable of providing a particular capability. All units in an AEF deployment will not necessarily be on the same deployment interval due to the differing tempo bands. Figure 1.1 illustrates the time phasing of this cycle.

**Figure 1.1. CAF Aviation Scheduling Cycle**



**1.7. Air Reserve Component (ARC) Commitment to the AEF.** The Air National Guard and Air Force Reserve Command each have a major role in the AEF. Unless otherwise noted, each of the commands assumes all of a specific mission responsibility within an AEF deployment eligibility period. During the scheduling process, ARC forces will normally be considered before active component forces for steady state contingencies to make full use of their availability if the other relevant scheduling factors contained in paragraph 4.2.1 are met. ANG and AFRC each retain their responsibility to provide sufficient units to fulfill their agreed commitment to the AEF. This is normally accomplished by a grouping of units often referred to as a “rainbow.”

**1.8. Decreasing the Requirement on Mobility Air Forces (MAF) Air Bridge.** Aircraft rotations for maintenance reasons should be small enough to avoid establishing a complete air bridge. Wings desiring to swap aircraft at the mid-point of a two consecutive AEF period

deployment must gain approval from the parent MAJCOM/A3 and the supported air component commander.

**1.9. CAF Forces not included in the AEF.** Forces assigned to the Korean Peninsula are aligned in the AEFs; however, because they normally do not deploy they are seldom shown in the AEF alignment depiction. High demand/low supply (HD/LS) aircraft, including low observable (*i.e.*, stealth) platforms, form an enabler force that supports the AEF as required. Scheduling of HD/LS platforms is in accordance with GFM.

## Chapter 2

### CAF AVIATION SCHEDULING INTEGRATED PRODUCT TEAM (SIPT)

**2.1. CAF Aviation SIPT Mission.** The CAF Aviation SIPT is a multi-command organization responsible for maintaining the CAF AEF aviation unit alignment and developing the Aviation Schedule. The CAF Aviation SIPT is an impartial scheduling body for the assignment of HHQ requirements. Aviation Schedule tasks are made based upon provisions of the AEF and guidance contained in this Instruction. To maintain impartiality, the CAF Aviation SIPT does not create, submit, or manage event requirements. The CAF Aviation SIPT subject matter expertise is exclusive to scheduling aviation units; specifically, only the units' 3-series UTCs that contain aircraft.

**2.2. CAF Aviation SIPT Membership.** The MAJCOM members are Air Combat Command (ACC), Air Force Special Operations Command (AFSOC), AFRC, Pacific Air Forces (PACAF), United States Air Forces Europe (USAFE), Air Force Global Strike Command (AFGSC), and the ANG. Each participating MAJCOM appoints a colonel-level representative that is empowered to commit resources and make scheduling changes on behalf of their respective MAJCOM director of operations. The CAF Aviation SIPT, through the participating MAJCOM directors of operations, may amend the scheduling guidance contained in this directive as necessary for effective scheduling.

**2.3. CAF Aviation SIPT Executive Secretariat.** The Headquarters ACC Operations Division (ACC/A3O) serves as an Executive Secretariat for the CAF Aviation SIPT with the division chief acting as the CAF Aviation SIPT Executive Secretary. The Executive Secretary is responsible for coordinating SIPT decision-making. Concerns identified during the scheduling process are arbitrated among team members through the Executive Secretary. The Executive Secretariat is a support branch responsible for maintaining the CAF AEF aviation alignment, building and coordinating the Aviation Schedule, maintaining and improving scheduling software, drafting planning and deployment orders for CAF aviation contingency tasking, and developing courses of action for various scheduling-related issues to include CAF aviation inputs to the GFM and GFMAP processes. The CAF Aviation SIPT interacts continually via electronic means and will normally meet on an annual basis with more frequent meetings as required.

**2.4. MAJCOM Aviation SIPTs.** The participating members maintain command Aviation SIPTs (or equivalent) to provide scheduling, tasking, and decision making support for the CAF Aviation SIPT. Normally the MAJCOM representative to the CAF Aviation SIPT will act as chief of their respective Aviation SIPT; however, the rules and guidelines for each MAJCOM Aviation SIPT are the exclusive purview of that command. MAJCOMs may supplement this Instruction to document their procedures.

## Chapter 3

### CAF AVIATION SCHEDULE

**3.1. Introduction.** The CAF Aviation Schedule is a stand-alone database that is one of the Consolidated Planning Schedules (CPS). Details of the CPS construct are contained in [Attachment 4](#). The CAF Aviation Schedule contains the master event schedule of HQ directed taskings for CAF aviation units. A complete one-year CAF Aviation Schedule is always available in the Aviation CPS. The Aviation Schedule is accessed through a web-based CAF scheduling database program available at <http://cfsipt.langlev.af.smil.mil> on the Secure Internet Router Protocol Router Network (SIPRNET).

**3.2. Aviation Scheduling Software.** Flying Organization Taskable Resource Scheduler (FORTRESS) program supports aircraft scheduling of those 3-series UTCs containing aircraft that are managed by the CAF Aviation SIPT. The aviation scheduling database program was developed as an event deconfliction tool based on primary mission assigned aircraft. Aviation scheduling software design precludes the addition of aircraft support systems and personnel groups into the current aviation database. Aviation scheduling software consists of three primary modules. The data entry module, accessible only by the CAF Aviation SIPT Executive Secretariat, ensures schedule deconfliction for finite aircraft assets. The web site module displays results of Aviation Schedule queries in both a graphic and tabular format. The Aviation Change Tracking System (ACTS) module supports initial Aviation Schedule development by the input of new requirements and provides a means for units or functional managers to request subsequent scheduling changes.

**3.3. Aviation Schedule Development.** The Aviation Schedule uses a dual-track development process whereby the contingency and training schedules contained in the Aviation Schedule are independently built and approved. The first track builds a CAF contingency schedule for the AEF deployment window beginning two years in the future (See Chapter 4). The second track builds the CAF exercise and training schedule for the AEF period one year in the future (See Chapter 5). This dual-track process moves the Aviation Schedule ahead in an incremental time block known as an Aviation Schedule “Build.” Aviation Schedule Builds take up to 120 days to complete, with established milestones to ensure timely production. Milestones and Office of Primary Responsibility (OPRs) are shown in Attachment 2. The Aviation Schedule development process begins by compiling a complete list of CAF aviation requirements. Contingency requirements are normally identified through the GFMAP allocation annexes or Chairman, Joint Chief of Staff (CJCS) orders. Service level training, exercise, and test requirements are submitted by the responsible functional or program managers. Joint training and test requirements are identified through the CJCS Joint Training Master Schedule. All Aviation Schedule requirements are submitted using the ACTS module.

**3.4. Aviation Schedule Dates.** All tasking dates shown in the Aviation Schedule are required in-place dates. Transit times are not reflected because of the diversity of travel time from origin to destination.

**3.5. Event Funding.** Only funded non-contingency event requirements will be considered for tasking by the Aviation SIPT. Units will not be bound to an event without a funding source to

cover costs of participation. Unfunded events will be filled on a volunteer basis and may be entered in the Aviation Schedule. Event OPRs maintain their respective event's fund cite.

### **3.6. Planning Orders and Deployment Orders.**

3.6.1. Contingency Operations. Although the Aviation Schedule is directive in nature, formal tasking for all contingency events is issued through planning orders (PLANORD), deployment orders (DEPORD), and prepare to deploy orders (PTDO). Approximately 6 months prior to an AEF contingency deployment window, ACC issues an AEF PLANORD telling CAF units to prepare for specific AEF tasks (*i.e.*, unit, number of aircraft, mission, deployment location, and arrival dates). Approximately 45 days prior to an AEF contingency deployment window, ACC issues an AEF DEPORD for all ACC and ACC-gained units, and a formal request to other CAF commands contributing forces to that AEF rotation to issue appropriate deployment orders. The ACC orders are coordinated through respective MAJCOMs before release by the ACC Operations Center.

3.6.2. Exercise and Training Deployments. DEPORDs are required for all OCONUS CJCS sponsored and MAJCOM-sponsored/supported exercise deployments supported by ACC or ACC-gained CAF aviation units. The respective force providing MAJCOM exercise manager will draft DEPORDs for CJCS and MAJCOM-sponsored/supported exercises. DEPORDs for other OCONUS training deployments will be drafted by the force provider arranging the training (*e.g.*, the ANG would draft DEPORD for State Partnership Program training events). Draft DEPORDs for ACC and ACC-gained CAF aviation units will be sent to the ACC Operations Center for approval and release. Draft DEPORDs for AFGSC, AFSOC, PACAF, and USAFE units will be sent to their respective MAJCOM-equivalent Operations Center for approval and release. ACC/A3TA is OPR for all OCONUS air shows and aerial events supported by ACC and ACC-gained units. DEPORDs for these specific events will be prepared by ACC/A3TA, when required, as determined by current Aerial Events guidance.

**3.7. Aviation Schedule Historical Database.** The Aviation Schedule is an historical record. Categories of Aviation Schedule information will be retained IAW the applicable Air Force Records Disposition Schedule Table 10-3, Rule 5, or 6, or Table 10-4, Rule 4.

## Chapter 4

### CONTINGENCY SCHEDULING PROCESS

**4.1. CAF Scheduling Availability Pool.** Forces designated in the CAF scheduling availability pool consist of the following:

4.1.1. Active Component. All CAF forces are aligned in either a Tempo Band or the Enabler library up to their full designed operational capability (DOC). Service-directed resource actions (e.g., major weapon system modifications, unit conversions, etc.) may preclude unit availability.

4.1.2. Reserve Component. Normally, the ARC supports AEF rotations by a “rainbow” of several aligned units to fill a single requirement in accordance with the availability levels outlined in Table 4.1. Units within the rainbow have flexibility to fill the requirement as needed. The volunteer limit may be further reduced in order to accomplish an operational readiness inspection. Such reductions will be identified during the annual GFMAP update. ARC units may be tasked up to their full capability upon receipt of SecDef mobilization authority.

**Table 4.1. ARC Volunteer Availability.**

<b>Squadron Primary Mission Aircraft Inventory (PMAI)</b>	<b>AEF Quantity Provided</b>	<b>Employment Duration</b>
15-21	at least 12 aircraft	40 days
24	at least 12 aircraft	60 days

4.1.3. Total Force Integration (TFI) associate units. AEF rotational commitment varies from unit to unit based on the particular integration scheme. AFI 90-1001, *Responsibilities for Total Force Integration*, establishes the requirement to determine rotational capabilities. TFI associate units will forward their rotational capabilities, and any subsequent changes, through MAJCOM channels to the CAF Aviation SIPT Executive Secretariat. ARC and active component associate unit capabilities will be reported by the host unit owning the aircraft since associate units provide personnel only UTC capability. ARC support rates in Tables 4.2 and 4.3 are expected levels used for planning purposes only. TFI associate units may be tasked up to their full DOC statement capability upon receipt of SecDef mobilization authority.

**Table 4.2. TFI Classic Associate Rotational Availability.**

<b>Active Component Dwell</b>	<b>ARC Support</b>	<b>Rotational Support Rate *</b>
1:2	Mobilization at 1:5	33 percent
1:1	Mobilization at 1:4	25 percent

\* The number of authorized UTC ULNs supported for a full AEF deployment whether by volunteer rainbows or through mobilization

**Table 4.3. TFI Active Associate Rotational Availability.**

<b>Active Component Dwell</b>	<b>PMAI Supported</b>	<b>Tour Length</b>	<b>Rotational BOG:Dwell</b>
1:3 or Better	12 a/c	60 days	1:5
1:2	100 percent	Same as Active	1:8 *
1:1	100 percent	Same as Active	1:7 **

\* Equivalent mobilization-to-dwell rate of 1:5 (Tempo Band M)

\*\* Equivalent mobilization-to-dwell rate of 1:4 (Tempo Band N)

**4.2. Contingency Scheduling Process.** The CAF rotational contingency schedule is developed in sequential four-month build increments using forces identified in the approved alignment. The contingency schedule forecasts two years in advance based on the approved and projected GFMAP annexes. This two-year forecast is necessary to support the timelines for GFMAP development. The contingency scheduling process includes development of a Quick Look Contingency Schedule and publication of formal unit tasking in the Aviation Schedule.

4.2.1. Quick Look Contingency Schedule. Two years prior to the beginning of each rotational period, the CAF Aviation SIPT Executive Secretariat develops a Quick Look Contingency Schedule. The Quick Look is a compilation of established/projected contingency requirements sourced against the forces contained in the available AEF. In developing the Quick Look, several factors are examined to balance deployments across the force. Relevant scheduling factors include recent deployment history to include deployment in primary versus secondary mission, deployment locations, ARC Operational Readiness Inspection (ORI) schedules, and unit conversions. Once developed, the draft Quick Look is simultaneously loaded into the main Aviation Schedule database and released to the CAF Aviation SIPT for coordination.

4.2.2. Quick Look Coordination and Approval. During the coordination process, all CAF Aviation SIPT members will closely examine projected unit tasking and highlight disconnects with detailed rationale for changes, to include alternate solutions using AEF available forces. The ANG and AFRC representatives will also examine the order of unit deployment for tasked ARC rainbows and make any recommended changes. The CAF Aviation SIPT chiefs are empowered to resolve any issues that arise during the coordination process. After all recommended changes are incorporated, the contingency schedule will be forwarded in staff summary format for final MAJCOM approval. If MAJCOM objections arise that cannot be jointly resolved, the outstanding issues will be highlighted in the final approval package that is forwarded to COMACC for decision as the air component commander to the Joint Force Provider. All MAJCOM objections must be stated in terms of the GFM Implementation Guidance (GFMIG) risk categories. For CAF Aviation SIPT purposes, force management risk is the most likely category. Only supported commanders can identify operational risk (*e.g.*, ACC for NOBLE EAGLE, PACAF for Korean Operations Plan (OPLAN) support).

4.2.3. Global Force Management Allocation Plan. After the contingency schedule is approved and the Aviation Schedule database is updated, an extract is forwarded to

USJFCOM for inclusion in the GFMAP. The GFMAP is then forwarded to the GFMB as part of the JFP's sourcing recommendation for SecDef-approved GFMAP tasks.

4.2.4. New Contingency Requirements. Contingency requirements identified after approval of the GFMAP are submitted as a Request for Forces/Request for Capability (RFF/RFC) from the combatant commander to the Joint Staff. If the RFF/RFC is validated by the GFMB, the CAF Aviation SIPT uses the approved alignment to source the additional capability, conduct a risk assessment, update the Aviation Schedule, and obtain COMACC approval for submission to the JFP.

**4.3. Contingency Scheduling Standards.** The CAF Aviation SIPT uses a series of standards to guide the scheduling of AEF units in support of rotational contingency operations.

4.3.1. Contingency tasks take precedence over all other events. Contingency tasks are prioritized by the GFMB.

4.3.2. Contingency assignments are based on a unit's AEF alignment. Reaching forward to future AEF deployment windows for other than PTDO requirements will not occur unless the appropriate approval levels as defined in AFI 10-401, *Air Force Operations Planning and Execution* have been obtained.

4.3.3. Contingency requirements may be worldwide and can include OCONUS units deploying to the CONUS in support of homeland security missions.

4.3.4. Squadrons normally are not scheduled for split operations without approval of COMACC. For AEF scheduling purposes, supporting home station non-contingency operations such as air defense alert, while conducting a simultaneous AEF deployment, is not considered split operations.

4.3.5. Units should plan to deploy for their AEF period unless special circumstances (*e.g.*, unit conversions) warrant otherwise. Units not specifically tasked must remain ready to respond within their DOC statement response criteria.

4.3.6. The task start and task end dates listed in the Aviation Schedule are based on in-theater arrival dates and mission termination dates. Airlift, air refueling, and country clearance restrictions will generally extend the contingency commitment beyond the scheduled deployment dates shown in the Aviation Schedule. The Air Operations Squadron (AOS) will attempt to minimize travel impacts, especially on ARC units.

4.3.7. Units that do not deploy during their AEF vulnerability period will have priority for filling a contingency requirement during their subsequent AEF vulnerability period. The CAF Aviation SIPT makes every effort to balance deployment opportunities with the best match for meeting and filling all mission requirements.

## Chapter 5

### EXERCISE AND TRAINING SCHEDULING PROCESS

**5.1. Unit Exercise and Training Availability.** Exercise and training requirements are scheduled based on individual units' positions in the CAF Aviation Scheduling Cycle.

5.1.1. Basic Training Phase. This is the four-month window immediately following a unit's deployment eligibility period. It includes a two-week recovery phase that begins upon redeployment to home station for units that supported contingency operations. The scheduling focus of the basic training phase is the recovery of aircrew skills that may have diminished while deployed, maintenance reconstitution of aircraft, and an orderly transfer of personnel into and out of the unit. Units that were not tasked for contingency operations will not have a basic training phase. Units that deployed are not normally tasked to support off-station exercises or training events during this phase. However, units may be tasked to support training events from home station or may volunteer for off-station training events that enhance their overall unit training. Although designated basic training for CAF scheduling purposes, units are expected to be ready to support the full spectrum of AEF operations, if required, within their designated DOC statement response timing.

5.1.2. Advanced Training Phase. The advanced training phase immediately follows a unit's basic training phase and ends 2 months prior to the start of the next AEF deployment eligibility period. The advanced training phase focuses on opportunities to engage in CONUS and OCONUS Joint, Service and MAJCOM exercise and training events in preparation for future contingency requirements such as Green Flag and Red Flag. Events also include other inter-Service exercises, intra-Service exercises, proficiency improvement events, ORI support, tests, demonstrations and aerial events.

**5.2. Exercise and Training Scheduling Process.** The exercise and training schedule is built in four-month increments using a five-phase process designed to provide stability, predictability, and oversight. The exercise and training schedule matches units having combat coded aircraft in their AEF advanced training phase with exercise and training requirements submitted in the window 12 to 16 months in advance. When the scheduling "build" is complete, units have 8 to 12 months of notification for each scheduled event. Units having training coded aircraft (*e.g.*, FTUs, AGRS units) or test coded aircraft (*e.g.*, TES units) are not tasked by the Aviation SIPT to avoid disruption of their unique missions. Training and test coded units have their own priorities for event support. Training or test coded aircraft assignments shown in the Aviation Schedule reflect voluntary coordinated support that would otherwise need to be tasked to combat coded units.

5.2.1. Call for Requirements (CFR). Requirements are established by program or functional managers and submitted to the CAF Aviation SIPT Executive Secretariat during the CFR that occurs in the first 2 weeks of each build cycle. All requirements are submitted using the web-based ACTS. Commands sponsoring events can pre-source from their own forces during their CFR submission. Such pre-sourcing will normally be accepted without change unless the forces are needed for higher-priority CAF-wide requirements. Due to the volunteer nature of ARC forces, the CAF Aviation SIPT does not unilaterally schedule ARC forces. As a result, ANG and AFRC must identify units wishing to volunteer for training

events during their CFR submission. Unit level requirements that could impact their ability to be tasked are also entered into the database to provide for minimum schedule disruption. Examples include projected runway repair projects or significant aircraft maintenance programs. A requirement generated by another Service or a non-CAF Aviation SIPT command (*e.g.*, support for an Air Force Material Command (AFMC) test) requires a staff agency from one of the CAF Aviation SIPT commands to sponsor and submit the request on their behalf. The sponsorship arrangement provides visibility for a CAF headquarters agency to ensure the requirement is compatible with existing programs. To enhance a primary AEF objective of stability and predictability, requirements identified during the regular build cycle receive sourcing priority.

5.2.2. Exercise and Training Schedule Development. After the CFR phase is complete, the CAF Aviation SIPT Executive Secretariat develops a draft exercise and training schedule using available forces in their advanced training phase, scheduling standards delineated below, and scheduling priorities (Attachment 3). Nevertheless, scheduling decisions, which appear contrary to established guidance, may be necessary to support unique requirements or transient priorities. Once the draft schedule is complete, sourced events are loaded into the Aviation Schedule database. Unsourced events, or events not sourced to the desired level, are placed on the Unfilled Requirements List (URL). An event remains on the URL until a unit is sourced to support, the functional manager rescinds the requirement, or the date of the event passes. The URL provides a vehicle for advertising unfilled events that units, including those from other Services, can volunteer to support.

5.2.3. Initial Executability Review (IER). Once the exercise and training schedule is loaded into the Aviation Schedule database, it is released to the CAF Aviation SIPT members and event OPRs for executability review. Each command develops internal processes for reviewing the draft Aviation Schedule. CAF Aviation Scheduling is a top-down process. The primary purpose of the IER phase is to assess executability of the draft Aviation Schedule and not to highlight unit exercise and training “desires.” CAF Aviation SIPT members and event OPRs submit recommended changes and executability issues to the CAF Aviation SIPT Executive Secretary via the ACTS Aviation Change Request (ACR). Once all changes/issues have been submitted, the Executive Secretariat adjusts the draft Aviation Schedule accordingly.

5.2.4. Final Executability Review (FER). The FER process follows the same steps and has the same purpose as the IER. However, the focus of the FER is intentionally narrow, looking only at those issues identified for potential changes during the IER. Once all changes/issues have been submitted, the Executive Secretariat adjusts the draft Aviation Schedule accordingly and builds a MAJCOM review package.

5.2.5. MAJCOM Aviation SIPT Coordination. The MAJCOM review package provides metric data on results of the Executability Reviews, identifies submitted issues that were disapproved by the Executive Secretary, and highlights any new tasking. CAF MAJCOM Aviation SIPT members review the schedule for supportability, and determine acceptability of unfilled events. Unresolved training issues may be submitted for general officer review before the Aviation Schedule Build is submitted for COMACC approval. General officer review is normally at the A3 level. The MAJCOM Aviation SIPT representative is expected to get the appropriate MAJCOM approval for the COMACC review package.

5.2.6. COMACC Review and Approval. Following MAJCOM Aviation SIPT coordination, the Executive Secretariat will refine the review package, incorporating all views of other CAF Aviation SIPT members. The MAJCOM-approved schedule review package will be forwarded for approval to COMACC in the role of CAF force provider.

**5.3. Exercise and Training Scheduling Standards.** The standards are designed to prevent unit schedules from being saturated with HHQ event tasks while simultaneously maximizing support for HHQ event requirements. The constraints provided by the scheduling standards often result in requirements remaining unfilled. Advanced training events are tasked based on the units' DOC statement and the next AEF tasking. Every attempt is made to provide relevant training throughout the advanced phase with events focused on the next AEF tasking concentrated near the end of the advanced phase. Nevertheless, scheduling decisions that appear contrary to this flow may be necessary to support unique requirements and transient priorities. Syllabus training and joint events are often not compatible with the AEF Schedule. Some inter-Service training requirements are based on pre-existing agreements that are also contrary to a graduated AEF training flow.

5.3.1. Red Flag-Nellis and Red Flag-Alaska are Large Force Exercises (LFE) used as AEF preparation training. Green Flag is a specialized event that may also be used for AEF preparation training. Unit participation in their respective AEF's preparation Flag is finalized during the Aviation Schedule Build. Units typically attend the appropriate AEF preparation exercise in the final months of their advanced training phase. The ARC verifies their intention to participate when submitting their build requirements.

5.3.2. To the maximum extent possible, OCONUS units participating in a Flag are scheduled for Weapons School support, Combat Hammer, Combat Archer or other events of their choice while deployed to the CONUS. OCONUS units normally are limited to no more than 30 consecutive days of stateside participation. OCONUS MAJCOMS verify their intention to participate in these various events during the schedule build.

5.3.3. Published ORIs will have a 30-day preparation period where the unit will not receive other tasks. Inspections should minimize their impact on training. No-notice or limited-notice inspections will not have a 30-day preparation period.

5.3.4. Units in their AEF deployment period that do not deploy in support of a contingency operation may be tasked to support a training or exercise event from homestation; however, they remain vulnerable to deploy if required.

5.3.5. Units that do not deploy during their AEF deployment period can be tasked with training or exercise events in the four-month basic training phase.

5.3.6. No more than one "must fill" event may be tasked in the last 30 days of the basic training phase for units that deployed in their AEF period. Concurrent or sequential events at the same location count as a single tasking.

5.3.7. All squadrons from a multiple squadron wing should not be deployed for exercises or training at the same time. Any remaining non-deployed squadrons may be scheduled to support exercise and training requirements from homestation.

5.3.8. A unit should have a minimum of 10 days between off-station deployments when the deployment includes significant maintenance package support.

5.3.9. Deployments to Nellis AFB should not exceed a cumulative total of 30 days per squadron during any rolling 90-day window.

5.3.10. Units should not be scheduled for more than 4 off-station training deployments requiring significant maintenance package support during any rolling 90-day window. Concurrent or sequential events at the same deployed location count as a single deployment.

5.3.11. Units may volunteer to support training or exercise events within their assigned AOR during their AEF Prep and/or Deployment periods provided they are able to meet DOC statement timing as well as any potential AEF contingency tasking.

5.3.12. Volunteer participation does not supersede or substitute for any Aviation Schedule tasked event. When a scheduling conflict develops between a previously approved tasking and a unit's voluntary event participation, the voluntary event participation will be disapproved or cancelled.

5.3.13. Local unit events, such as an Operational Readiness Exercise (ORE) or community appreciation day, may be added to the Aviation Schedule after the applicable build is complete.

5.3.14. Test requirements using 53rd Wing assets are scheduled via the Electronic Project Order IAW ACCI 99-101, *ACC Test and Evaluation*, rather than the Aviation Schedule.

5.3.15. Classic associate wings may identify 1 ORE per quarter for schedule deconfliction to allow for the limited availability of ARC Traditional Reservists or Guardsmen. The classic associate wing ORE date must be submitted during the Call for Requirements, otherwise the ORE will be scheduled in accordance with 5.3.13 above.

5.3.16. Theater engagement or exercise deployments in excess of 30 days (STARTEX to ENDEX) are sourced from available AEF deployment eligible units. Sourcing other than AEF deployment eligible units requires owning MAJCOM/CC approval. Exercises in the GFMAP allocation process that are 30 days or less in duration may be sourced from either AEF deployment eligible units or units in their AEF advanced training phase.

## Chapter 6

### AVIATION SCHEDULE DATABASE MANAGEMENT

**6.1. Aviation Schedule Management Functions.** There are four primary management functions that occur after a contingency or training schedule build has been approved: adding a requirement, deleting a requirement, changing a requirement, or changing specific unit participation.

**6.2. Changes to the Aviation Schedule.** After the Aviation Schedule has been approved, new events may arise, existing event requirements or priorities may change, or a unit's ability to execute assigned tasks may change. Requesting relief from a task after the Aviation Schedule has been officially approved causes an exercise/training plan disruption that should be avoided. CAF Aviation SIPT members will request changes affecting their respective units using procedures established by their MAJCOM Aviation SIPT and this Instruction. The affected program/event manager, or unit, or MAJCOM Aviation SIPT POC will initiate requested changes to the Aviation Schedule. All requested aviation changes to the Aviation Schedule must be submitted through ACTS. The ACTS system provides cradle-to-grave tracking of each issue. ACTS automatically assigns an ACR tracking number that is permanently associated with each request. These procedures ensure all affected parties contribute to a final resolution and receive a clear understanding of how the ultimate decision was determined.

**6.3. ACR Processing.** All ACRs are processed in the same manner. Some ACRs may be resolved immediately after receipt, while others may take significantly longer depending on the amount of coordination involved. ACTS will generate an automatic email notification to alert the next coordinating party that the change request is waiting in the ACR system.

6.3.1. Assigning Change Request. Upon receipt, the change request will be assigned to a CAF SIPT Executive Secretariat action officer for resolution with the appropriate event functional manager, Mission Design Series (MDS) functional manager, affected unit(s), or MAJCOM POC.

6.3.2. Analysis and Recommendation. During this phase, background data is gathered and a recommendation is developed and forwarded to all interested parties. If consensus is obtained, the change is entered into the Aviation Schedule. An ACTS generated email is sent notifying the requestor of the final disposition.

6.3.3. Resolving Change Requests without a Consensus. If a consensus is not obtained, the Executive Secretary consolidates opposing views and forwards them to the involved MAJCOMs for General Officer resolution. Based upon the final resolution, the Executive Secretary authorizes any change to the Aviation Schedule. An ACTS generated email is sent notifying the requestor of the final disposition.

**6.4. Force Tasking.** Periodically, event/program managers submit out-of-cycle, high priority event requirements outside of the Aviation Schedule Build period. Similarly, previously submitted unfilled requirements may be reprioritized as "must fill" events. When a unit is not readily available within the tasking guidelines of this AFI and no volunteer unit is available, or if unresolved scheduling conflicts occur, a General Officer decision may be pursued to "force task" a unit. The respective event/program manager is responsible for preparing a coordinated staff

package for General Officer decision. The event/program manager will keep the CAF SIPT Executive Secretariat apprised of the General Officer's decision.

**6.5. Forms Adopted.**

AF Form 847, *Recommendation for Change of Publication*.

PHILIP M. BREEDLOVE, Lieutenant General, USAF  
DCS, Operations, Plans & Requirements

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

AFPD 10-4, *Operations Planning: Air and Space Expeditionary Force (AEF)*, 30 April 2009

AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 90-1001, *Responsibilities for Total Force Management*, 29 May 2007

***Abbreviations and Acronyms***

**ACC**—Air Combat Command

**ACR**—Aviation Change Request

**ACTS**—Aviation Change Tracking System

**AEF**—Air and Space Expeditionary Force

**AEFPP**—Air and Space Expeditionary Force Presence Policy

**AFGSC**—Air Force Global Strike Command

**AFMC**—Air Force Materiel Command

**AFRC**—Air Force Reserve Command

**AFSOC**—Air Force Special Operations Command

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**AOS**—Air Operations Squadron

**ARC**—Air Reserve Component

**AS**—AEF Schedule

**CAF**—Combat Air Forces

**CAS**—Close Air Support

**CCDR**—Combatant Commander

**CFR**—Call for Requirements

**CJCS**—Chairman, Joint Chiefs of Staff

**COMACC**—Commander, Air Combat Command

**CONUS**—Continental United States

**CSAF**—Chief of Staff, Air Force

**DEPORD**—Deployment Order

**DOC**—Designed Operational Capability

**ENDEX**—End of Exercise  
**ER**—Executability Review  
**GFL**—Global Force Laydown  
**GFM**—Global Force Management  
**GFMAP**—Global Force Management Allocation Plan  
**GFMB**—Global Force Management Board  
**HD/LS**—High Demand/Low Supply  
**HQ**—Headquarters  
**IG**—Inspector General  
**IPT**—Integrated Product Team  
**JFP**—Joint Force Provider  
**LFE**—Large Force Exercise  
**MAF**—Mobility Air Forces  
**MAJCOM**—Major Command  
**MDS**—Mission Design Series  
**MQT**—Mission Qualification Training  
**NAF**—Numbered Air Force  
**NATO**—North Atlantic Treaty Organization  
**NLT**—No Later Than  
**OCONUS**—Outside Continental United States  
**OPLAN**—Operations Plan  
**OPR**—Office of Primary Responsibility  
**ORE**—Operational Readiness Evaluation  
**ORI**—Operational Readiness Inspection  
**PACAF**—Pacific Air Forces  
**PLANORD**—Planning Order  
**PMAI**—Primary Mission Aircraft Inventory  
**PTDO**—Prepare to Deploy Order  
**RFC**—Request For Capability  
**SecDef**—Secretary of Defense  
**SIPRNET**—Secure Internet Protocol Router Network  
**SIPT**—Scheduling Integrated Product Team

**STARTEX**—Start of Exercise

**URL**—Unfilled Requirements List

**USAFE**—United States Air Forces in Europe

**USJFCOM**—United States Joint Forces Command

**USSOCOM**—United States Special Operations Command

**USSTRATCOM**—United States Strategic Command

**USTRANSCOM**—United States Transportation Command

**UTC**—Unit Type Code

**WIC**—Weapons Instructor Course

**WSEP**—Weapon System Evaluation Program

### *Terms*

**ACC Aviation SIPT Chief**—The Colonel-level leader of the ACC Aviation SIPT, usually the Chief of Operations Division. The ACC Aviation SIPT Chief is normally dual-hatted as the CAF Aviation SIPT Executive Secretary.

**ACC—gained**—AFRC and ANG units that are allocated to ACC when activated to federal service.

**AEF Life Cycle**—A cycle consisting of a training period, preparation period, and deployment period.

**Air Bridge**—The process of establishing staging bases and aerial tankers to support deployment of CAF fighter and/or bomber aircraft.

**ARC Rainbow**—A grouping of several Reserve Component units to fill a single event.

**Aviation Schedule**—The master schedule of events for the Combat Air Forces; maintained in electronic form, the schedule is created, maintained, and updated using the aviation scheduling software program located on the classified SIPRNET.

**Aviation Schedule Build**—Used as a noun in the Aviation Scheduling context, it is the periodic scheduling package that commits Combat Air Forces in 120-day blocks of time. Each build contains contingency tasking 20-24 months in the future and training events 8-12 months in the future.

**CAF Aviation Scheduling Cycle**—A scheduling cycle that overlays the nominal AEF life cycle and consists of training, preparation, and deployment periods. For CAF aviation scheduling purposes, the training period is further segmented into three phases: recovery (if required), basic training, and advanced training.

**CAF Aviation SIPT Executive Secretary**—The Colonel-level leader of the CAF Aviation SIPT.

**Combat Air Forces**—Air forces that are directly engaged in combat operations. Examples include fighters; bombers; command and control; combat search and rescue; and intelligence, surveillance, and reconnaissance aircraft.

**Deployment Eligibility Period**— The recurring time period where AEF forces are either deployed or at home station waiting employment tasking. Those forces remaining at home station will continue routine training tasks to remain mission ready for any potential tasking.

**Event OPR**—Typically an officer at a MAJCOM who manages all details of a particular event.

**FORTRESS**—A scheduling information management system; designed to support the CAF Aviation SIPT; leverages commercially available software development tools to perform scheduling, tracking, and reporting for CAF aviation assets to build the Aviation Schedule; provides remote, real-time, read-only access to the Aviation Schedule database through SIPRNET; system resides at ACC.

**Global Force Management Allocation Plan**—A SecDef-approved document that allocates specific units to support rotational requirements of the combatant commanders.

**High Demand/Low Supply (HD/LS)**—Weapon systems that possess specialized attributes or capabilities that have historically been called upon by combatant commanders to execute operations at a rate that degrades their near- to mid-term readiness. The primary differentiating characteristics of these assets are the unique capabilities and an unusually high demand relative to availability in the force.

**Mobility Air Forces (MAF)**—Air Force Forces that provide airlift, air refueling, special air mission, and aeromedical evacuation.

**Preparation Period**—A two-month period that begins 60-days prior to AEF employment and focuses on preparations specific to scheduled deployments, theater specific training, and any anticipated tasking. The Aviation Schedule schedulers will reduce taskings at this time to allow the unit to concentrate on its preparation tasks.

**Primary Mission Aircraft Inventory**—Aircraft assigned to a unit for performance of its wartime mission.

**Recovery Phase**—A two-week phase immediately after deployment that allows redeploying units to reunite with families and to complete hot wash/lessons learned reports. Units that do not deploy do not receive a Recovery Phase.

**Rotational Tasking**—The AEF uses rotational tasking to support known steady state contingency commitments with unit deployment intervals sequenced to provide continuous coverage. An AEF squadron can support a single requirement at one location or, based on prepositioned support, several requirements at multiple locations.

**Split Operations**—Flying operations conducted from two or more deployed locations. For scheduling purposes, conducting flying operations from home station and a single deployed location is not considered split operations.

**Surge**—For non-HD/LS assets, tasking in excess of that available in a single AEF pair.

**Training Period**—The time period of the AEF life cycle immediately following the AEF deployment period and ending two months prior to the next AEF deployment. The first 4-month portion of this period is structured to regain lost currencies, mission qualifications, and upgrades and may be shortened by 15 days to enable a recovery phase for deploying forces. The latter months focus on advanced training that allows AEF team members opportunities to participate together in exercise events.

## Attachment 2

## AVIATION SCHEDULE BUILD TIMELINE

Figure A2.1. AVIATION SCHEDULE BUILD TIMELINE

<b><u>Contingency Build Timeline</u></b>		
For the Contingency Build xx inclusive dates dd mmm yyyy to dd mmm yyyy		
<b>Tan = CAF MAJCOM Actions</b>		
<b>DAY</b>	<b>OPR</b>	<b>REQUIREMENT</b>
1	Aviation SIPT Executive Secretariat	Develop and initiate internal SIPT coordination on the Quick Look Contingency Schedule.
5	Aviation SIPT Executive Secretariat	Analysts load the Quick Look Contingency Schedule into the main Aviation Schedule database after internal SIPT review.
14	Aviation SIPT Executive Secretariat	Release the Quick Look Contingency Schedule for CAF Aviation SIPT coordination.
	Aviation SIPT members (MAJCOM representatives)	<b>Quick Look Contingency Schedule Review</b> Review and provide feedback to the CAF Aviation SIPT Executive Secretariat.
27	Aviation SIPT Executive Secretariat	Receive CAF Aviation SIPT coordination on the Quick Look Contingency schedule.
40	Aviation SIPT Executive Secretariat	Release MAJCOM/CC approval package for the Contingency portion of the Aviation Schedule.
53	Aviation SIPT members (MAJCOM representatives)	<b>CAF MAJCOM/CC Approval</b> Submit approval of the Contingency Aviation Schedule to the CAF Aviation SIPT Executive Secretariat.
58	Aviation SIPT Executive Secretariat	Release MAJCOM/CC approved Contingency Aviation Schedule package in order to obtain COMACC approval to release the JFCOM Contingency Aviation Schedule Memo.
67	Aviation SIPT Executive Secretariat	Release Contingency Aviation Schedule Approval Package to JFCOM.
1		Next Contingency Schedule Build Begins
<b><u>Training Build Timeline</u></b>		
For the Training Build xx inclusive dates dd mmm yyyy to dd mmm yyyy		

Tan = CAF MAJCOM Actions		Blue = Significant Notices Changes
DAY	OPR	REQUIREMENT
1	Aviation SIPT Executive Secretariat	<p><b>Start Call for Requirements</b></p> <p>Release Call for Requirements asking for validated CAF, Numbered Air Force (NAF), and ACC Functional Manager (FM)/Event OPR Requirements via the ACTS Call for Requirements link.</p>
		Update the Aviation Schedule Notices page stating the Call for Requirements has been released.
14	Aviation SIPT members (event OPRs/ Functional Managers via respective MAJCOM representative)	<p><b>End Call for Requirements</b></p> <p>Submit Call for Requirements responses via the ACTS system from scheduling POCs throughout the CAF - validated CAF MAJCOM, Event OPR Requirements.</p>
	Aviation SIPT Executive Secretariat	Update the Aviation Schedule Notices page to close the Call for Requirements
40	Aviation SIPT Executive Secretariat	<b>Start Initial Executability Review</b>
		Freeze the Build portion of the Aviation Schedule.
		Update the Aviation Schedule Notices page.
		Release CAF Aviation SIPT Executive Secretary Initial Executability Review message with the Training/Exercise Aviation Schedule to CAF Aviation SIPT / ACC Wings / Functional Managers / Event OPRs.
53	Aviation SIPT Executive Secretariat	<b>End Initial Executability Review</b>
		Unfreeze the Build portion of the Aviation Schedule.
		Update the Aviation Schedule Notices page.
53	Aviation SIPT members (event OPRs/ Functional Managers via respective MAJCOM representative)	Submit Initial Executability Review comments via ACTS from respective Wings / functional managers and event OPRs
	Aviation SIPT Executive Secretariat	Complete work on Initial Executability Reclamas

66	Aviation SIPT Executive Secretariat	<b>Start Final Executability Review</b>
		Freeze the Build portion of the Aviation Schedule in preparation for the Final Executability Review.
		Update the Aviation Schedule Notices page.
		Release Final Executability Review Message. Wings, functional managers, and event OPRs review scheduled tasks and may request the CAF SIPT to elevate concerns for general officer decision.
72	Aviation SIPT members (event OPRs/ Functional Managers via respective MAJCOM representative)	<b>End Final Executability Review</b> Submit Final Executability Review comments (by exception) via ACTS from respective wings / functional managers and event OPRs.
	Aviation SIPT Executive Secretariat	Unfreeze the Build portion of the Aviation Schedule.
		Update the Aviation Schedule Notices page.
<b>FINAL TRAINING APPROVAL PACKAGE COORDINATION</b>		
74	Aviation SIPT Executive Secretariat	Release CAF Aviation SIPT Executive Training Aviation Schedule Approval Package for MAJCOM/CC approval.
		Freeze the Build portion of the Aviation Schedule.
90	Aviation SIPT members (MAJCOM representative)	Submit CAF MAJCOM/CC approval of the Training Aviation Schedule to the SIPT Executive Secretariat.
100	Aviation SIPT Executive Secretariat	Release final Training Aviation Schedule Package for COMACC approval of the Training Aviation Schedule.
107	Aviation SIPT Executive Secretariat	Unfreeze the Build portion of the Aviation Schedule.
120	Aviation SIPT Executive Secretariat	Receive COMACC approval of the Training Aviation Schedule.
1		Next Training Schedule Build Begins

## Attachment 3

## CAF AVIATION SIPT SCHEDULING PRIORITIES.

Figure A3.1. CAF AVIATION SIPT SCHEDULING PRIORITIES.

Priority*	Event
1	Contingencies, operations
2	AEF Spin-up Events (includes AEF tasking specific training events and LFEs)
3	Inspector General (IG) Inspections or North Atlantic Treaty Organization (NATO) Evaluations
4	Weapon System Evaluation Program; Close Air Support (CAS) exercises and training
5	ORI Support, USAF Weapons School
6	Service and Joint Exercises
7	MAJCOM Tests, demonstrations, and aerial events
8	Unit-generated events ( <i>i.e.</i> , OREs, air-shows)

\* Priorities are not an inviolate sequential order of assigning tasks. The priorities provide a basic reference for event deconfliction.

## Attachment 4

### CONSOLIDATED PLANNING SCHEDULES (CPS)

**A4.1. Introduction.** The CPS is a collection of schedules for various dissimilar AF communities. CPS provides users with a common access point for viewing schedules while also providing schedulers with independent management ability. The CPS construct provides a method to accommodate different schedules that was not possible through the exclusive, aviation only Consolidated Planning Order (CPO). Participation in the CPS is voluntary.

**A4.2. CAF Aviation SIPT Facilitation.** Administration of the CPS web site is a peripheral duty of the CAF Aviation SIPT Executive Secretariat facilitated by its information technology function. The CAF Aviation SIPT does not provide scheduling functions for the aggregate CPS. The CAF Aviation SIPT has full management and scheduling responsibility for only the CAF Aviation Schedule portion of the CPS.

**A4.3. Schedule Modules Methodology.** The modular approach involves the establishment of independent data structures for each unique entity (i.e., aviation, virtual, PJ, IW Aggressors, DATCALs, Space Aggressors, DCGS, AOCs, military working dogs, etc). The individual schedules are capable of stand-alone management and operation. The modular design with separate and distinct schedule coordination management is the standard used for all schedules requesting CPS inclusion. The modular structure accommodates the desire to access various schedules from a single web site reference point.

A4.3.1. The modular approach allows program managers to maintain control and responsibility for their own data, and provides for schedule management independent from other schedules. Program managers are permitted to adapt their unique scheduling processes independent from constraints of other communities' systems. Functional managers may choose an appropriate mechanism necessary to process schedule changes. The mechanism can range from an automated system with rigid, detailed processes or a simple phone call, email method.

A4.3.2. Separate data maintains the integrity of each community's schedule. The modular approach does not impact outside agencies currently using the aviation database. Users only concerned with aviation and those data mining the aviation database will not be confused with additional material.

A4.3.3. Each schedule module is named according to the information it contains to accurately identify and reference a particular schedule.

A4.3.3.1. The aviation schedule database (formerly CPO) is renamed Aviation Schedule to better describe its content. The CPO name is discontinued to eliminate confusion. The Aviation Schedule may be referenced as the "Aviation CPS".

A4.3.4. **Users (wings, staff agencies, etc. )** have a single point access to multiple schedules. Schedule viewing access is provided through the common web site.

A4.3.4.1. A SIPRNET web page serves as a central point for hosting functional manager provided links for each new schedule.

A4.3.4.2. The classification of schedule data makes an unclassified web site impractical. Only the SIPRNET can provide visibility of a complete schedule having classified data.

**A4.4. Responsibilities.** Information technology personnel of the CAF Aviation SIPT Executive Secretariat will provide web site management for CPS. The scheduling expertise of the CAF Aviation SIPT Executive Secretariat is exclusive to aviation scheduling and only has the requisite subject matter expertise to actively maintain the Aviation Schedule. A functional manager is defined as an individual or organization that has the requisite subject matter expertise to maintain their respective schedule in the CPS. The CAF Aviation SIPT Executive Secretariat is the functional manager for only the Aviation Schedule portion of the CPS.

**A4.4.1. CAF Aviation SIPT Executive Secretariat will:**

A4.4.1.1. Create and maintain a SIPRNET web page to serve as a point for hosting functional manager provided links for each schedule.

A4.4.1.2. Copies of the aviation scheduling software source code and web site may be provided to those scheduling communities that want to modify and adapt it for their use. Software programming code modifications will not be accomplished for agencies other than the CAF Aviation SIPT.

A4.4.1.3. Provide day-to-day schedule management and change coordination functions only for the Aviation Schedule as expertise and processes are limited to aviation matters.

**A4.4.2. Functional Managers will:**

A4.4.3.1. Maintain their independent schedule content using any web supportable software format that meets their community's need. The format may be, but is not exclusive to, spreadsheet, text document, or adapted aviation scheduling software.

A4.4.3.2. Use a schedule change coordination system to best meet their communities' needs. Each individual schedule manager may use whatever mechanism necessary to process schedule changes. Only Aviation Schedule changes will be made through the ACTS. However, a copy of the ACTS software may be adapted for use. Software modification is the responsibility of the particular schedule data manager.

A4.4.3.3. Be responsible for the coordination and approval of their respective schedule data.

A4.4.3.3.1. Coordination processes will be separate from the Aviation Schedule coordination process. Separate schedule change coordination eliminates confusion and maintains the integrity of each schedule.

A4.4.3.3.2. Approval processes will be separate from the Aviation Schedule approval process. Separate approval allows focused emphasis and appropriate functional manager recognition. The Aviation CPS has two approval processes that allow for concentrated attention on specific event types - one for the contingency schedule and one for training.

A4.4.3.3.3. To efficiently use general officer time, schedules having exclusive A3 purview may be considered for inclusion with the Aviation Schedule approval package as long as the timing and format meets the Aviation Schedule process. Functional managers will officially coordinate with the CAF SIPT each time they desire their schedule to be included with the Aviation Schedule approval package.