

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

BEALE AIR FORCE INSTRUCTION 11-200

12 FEBRUARY 2014



Flying Operations

***FLYING HOUR PROGRAM MANAGEMENT
AND OPERATIONS SCHEDULING
GUIDANCE AND PROCEDURES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil for downloading and ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 9 OSS/OSO

Certified by: 9 OG/CC
(Col Robert M. Hanes)

Pages: 25

This instruction prescribes Beale AFB Current Operations policies and procedures for 9th Reconnaissance Wing (RW) scheduling personnel. It establishes office and squadron scheduling procedures. It applies to all assigned and tenant flying units operating from Beale AFB and any TDY units they host. All times listed are Pacific time zone unless otherwise specified. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. No waivers may be granted for any part of this publication.

- 1. Wing Flying Hour Program Management and Scheduling Responsibilities. 2
- 1.1. The 9 RW/CC has the overall responsibility for management and execution of the 9 RW’s annual flying hour program (FHP). 2
- 2. 9 RW Flying Hour Program (FHP) Management. 3
- 3. Flying Hour Program Execution, Revisions, Reflows and Reporting. 5
- 4. Daily/Weekly Scheduling Responsibilities. 5
- 5. Weekly 9 RW Scheduling Meetings. 6
- 6. Wing Scheduling Procedures. 7
- 7. Patriot Excalibur (PEX) Usage. 8
- 8. Supervisor of Flying (SOF) Scheduling. 8
- 9. Off Station Training (OST) Flight Scheduling. 8
- 10. Static Displays. 9
- 11. RQ-4 Scheduling Process. 9
- Figure 11.1. RQ4 Scheduling Process. 11
- Figure 11.2. RQ-4 weekly schedule process. 12
- 12. OPR. 13
- Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 14**
- Attachment 2—SAMPLE FLYING HOUR PROGRAM PLANNING LETTER 16**
- Attachment 3—DAILY CHECKLIST 19**
- Attachment 4—OST REQUEST 22**
- Attachment 5—HANGAR/STATIC REQUEST 24**

1. Wing Flying Hour Program Management and Scheduling Responsibilities.

1.1. The 9 RW/CC has the overall responsibility for management and execution of the 9 RW’s annual flying hour program (FHP). The 9 RW/CC is the final approval authority for the monthly and weekly flying schedules and the annual FHP contracts by MDS.

1.2. The 9 RW/CC delegates to the 9 OG/CC, the 69 RG/CC and the 9 MXG/CC the shared responsibility for the execution of the signed weekly flying schedule.

1.3. Each 9 RW flying squadron is responsible for developing their own annual, quarterly, monthly, weekly, and daily flying schedules.

1.3.1. The 9 OSS/OSO Chief of Current Operations is the OPR for 9 RW Flying Hour Program Management and supervises Wing Scheduling (OSOS), Wing Operations Training (OSOT), and Wing Host Aviation Resource Management activities (OSOF).

1.3.2. The 9 OSS/OSO “Current Operations” office is the OPR for all of the following scheduling activities:

1.3.2.1. A 9 RW representative to the Federal Aviation Administration (FAA).

1.3.2.2. Constructing, deconflicting, and managing the 9 RW Weekly Flying Schedule.

1.3.2.3. Scheduling and deconflicting all 9 RW special use airspace.

1.3.2.4. Long range scheduling and deconfliction for all local exercises and BUSY RELAYS.

1.3.2.5. Coordination for quiet hours requested at Beale AFB.

1.3.2.6. Daily preparation of inputs to the slide shows for Wing Standup and UCRC meetings.

1.3.3. 9 OSS/OSO is the OPR for all of the following scheduling activities at Beale AFB. The 9 RW/CC will maintain situational awareness of the following activities at the 69 RG via weekly scheduling meetings:

1.3.3.1. Static displays (Requests also routed through MXG at 9MOS.MXOOPWingP&S@us.af.mil). See attachment 4.

1.3.3.2. Flyovers

1.3.3.3. Airshow participation & Planning

1.3.3.4. Orientation Flying: This includes DV, Incentive and Familiarization Flights

2. 9 RW Flying Hour Program (FHP) Management.

2.1. 9 RW/CC delegates to 9 OSS/OSO Current Operations Flight Commander the responsibility for all revisions and reflows to the daily, weekly, monthly and annual tracking of the wing’s current fiscal year FHP. The 9 RW/CC also delegates to 9 OSS/OSO the responsibility for the coordination and development of the wing FHP for the upcoming fiscal year. When required, 9 OSS/OSO will coordinate through the respective group commander for 9 RW/CC approval prior to communicating with HHQ entities. T-38s and MC-12s are the only 9 RW aircraft with a designated FHP governed by AFI 11-101 and the ACC supplement, the following guidance is in addition to the parent regulations.

2.1.1. The annual FHP development timeline is as follows. (Dates below are target dates and therefore used as a guide)

2.1.2. **(15 Mar)**. The 9 OSS/OSO begins the annual FHP planning process by providing each squadron the forecast of all known 9 RW training commitments, initial flying hour allocations from ACC for each MDS, and Operations Group training dates in the FHP Planning Letter (see Attachment 1). Maintenance Analysis (9 MXG/MXOOA) provides OSS/OSO with historical attrition rates by MDS for this letter. ACC/A3T provides 9 OSS/OSO the monthly RAP requirements by MDS to aid in estimating the needed flying hours. The FHP Planning Letter with attrition rates, the RAP model, and the relevant training commitments for the year will be disseminated via email once approved by the 9 OG/CC, 9 MXG/CC and 9 RW/CC.

2.1.3. **(1 Apr)**. Each squadron provides 9 OSS/OSO an initial estimate of flying hours, by MDS, for next FY based on RAP/currency requirements as directed by ACC. Forecasted hours for AEF deployments, training deployments, and contingency sortie hours will be included in the estimate. 9 OSS/OSO provides these requested flying hour allocations by MDS to ACC/A3T via the 9 RW/CC's office.

2.1.4. **(1 May)**. Lead commands publish their "First Look Initial Allocation" of flying hours by MDS for the next fiscal year and distribute to NAF and Wing Commanders. 9 RW/CC distributes this message through the command chain to the OG/CC, MXG/CC and their respective squadron commanders. The 9 RW/CC delegates to 9 OSS/OSO the responsibility for compiling the wing's "First Look Response."

2.1.5. **(NLT 15 May)**. Each ACC flying squadron works with their respective AMU leadership to create their First Look FHP responses in accordance with ACC requested format in the First Look message. 9 MXG/MXOOA, working with the AMU or CLS for each 9 RW MDS, provides the Maintenance Capability Assessment portion of these responses.

2.1.6. **(NLT 20 May)**. 9 OSS/OSO compiles the 9 RW First Look Response message to ACC/A3T and staffs it through the 9 OG/CC, 9 MXG/CC, and 9 RW/CC for approval. The 9 RW/CC is the final approval authority for resolving disagreements between the flying hour requirements needed by a given flying squadron and the ability or inability to support those requirements as determined by their associated maintenance.

2.1.7. **(1 Jun)**. 9 RW/CC Command Section submits the approved 9 RW First Look Response message to ACC/A3T.

2.1.8. **(15 Jul)**. Each squadron develops its monthly, quarterly and annual FHP contracts based on the Planning Letter considerations and aircrew training requirements. The 9 OSS/OSO will collect each squadron's FHP and consolidate them into the wing FHP.

2.1.9. **(Approximately 31 Aug)**. ACC/A3T distributes the final allocations of flying hours by MDS to NAF and Wing Leadership. 9 RW/CC distributes this information to 9 OG/CC, 9 MXG/CC and their respective squadrons through the command chain. 9 RW/CC delegates to 9 OSS/OSO the responsibility for coordinating, compiling, and briefing the 9 RW Annual Flying Hour Program Contracts by MDS.

2.1.10. **(NLT 10 Sep)**. Flying squadron commanders and operations officers will build their briefing slides and monthly, quarterly, and annual FHP contracts and submit them to 9 OSS/OSO for inclusion in the master briefing to group and wing leadership. 9 OSS/OSO reviews each MDS-specific FHP proposal for accuracy, clarity, content and deconfliction with all activities as listed in the FHP planning letter and with other squadron's FHP proposals.

2.1.11. **(NLT 15 Sep)**. Flying squadron commanders, operations officers, and 9 OSS/OSO brief 9 OG/CC and 9 MXG/CC on their respective FHP. 9 OSS/OSO will develop the brief through consultation with representatives of MDS AMU's/CLS as applicable. The 9 OG/CC and 9 MXG/CC will review and make desired changes.

2.1.12. (NLT 22 Sep). Flying squadron commanders, operations officers, and 9 OSS/OSO brief 9 RW/CC on their respective flying hour programs. The 9 RW/CC reviews, makes desired changes, and subsequently approves the annual FHP.

2.1.13. (NLT 29 Sep). 9 OSS/OSO submits the MDS-specific annual FHP contract memos to 9 RW/CC for signature IAW AFI 11-101. The 9 RW/CC Command Section scans signed memos and submits to ACC/A3T for approval and to 9 OG/CC and to 9 MXG/CC for distribution through the command chain.

2.1.14. (1 Jan or Upon Receipt). After receipt of the President's Budget (PB), ACC/A3T distributes a message to all wings authorizing hours and sorties. Upon receipt, 9 OSS/OSO will coordinate validation of the 9 RW FHP.

3. Flying Hour Program Execution, Revisions, Reflows and Reporting.

3.1. During the year, flying squadron commanders and operations officers will manage their own FHPs to the maximum extent possible.

3.2. Reflows (no change to annual flying hour totals): If internal adjustments to the monthly hour goals are necessary, a "reflow" request will be coordinated with 9 OSS/OSO and submitted to 9 OG/CC for approval. The flying squadron is responsible for coordinating with Maintenance Scheduling (9 MXG/ MXOOS) to ensure adjustments are made to maintenance tracking. The flying squadron will also work with 9 OSS/OSOS to ensure the changes are reflected on the FHP slides.

3.3. Revisions (change to annual flying hour totals): If flying squadrons need to sell back or buy additional hours from ACC/A3T to complete training requirements, a "revision" request must be made. The required message to HQ ACC/DO will be coordinated through flying squadron commanders, 9 OSS/OSO, 9 OSS/CC, and 9 MXG/CC for 9 OG/CC signature. 9 OSS/OSO will forward the request to ACC/A3T for consolidation and submission to the Air Staff for approval. Upon receipt of the approval message through command channels, 9 OSS/OSO will change the FHP slide to reflect the reflow plan.

3.4. Reporting Requirements. Flying squadron operations officers and squadron aviation resource management (SARM) personnel will conduct daily, weekly, and monthly auditing of flying hours with the source document AFTO 781s.

3.5. After auditing 781s versus the monthly AURs from MX Analysis Flight (MXG/MXOOA), it is the responsibilities of the SARM to work with their AMU debrief section to correct any discrepancies prior to submitting the final monthly report to the 9 OSS/OSO.

3.6. Squadrons will report their flying hours daily to 9 OSS/OSO for inclusion in briefings to wing leadership. Squadrons will submit their monthly flying hour reports to 9 OSS/OSO NLT the 5th calendar day of the next month.

3.7. 9 OSS/OSO will compile the report for all 9 RW FHP aircraft the previous month and submit it to the 9 OG/CC, 9 MXG/CC, 9 RW/CC, ACC/A3T NLT the 10th calendar day of the month.

4. Daily/Weekly Scheduling Responsibilities.

4.1. Wing Scheduling personnel will complete the daily scheduling checklists (Attachment 3).

4.2. Squadron schedulers will inform Wing Scheduling of any changes to sortie timing, incentive rides scheduled/flown, weather cancellations or any other contingencies once the weekly schedule is signed.

4.3. IAW AFI 21-165, AF Form 2407 (*Weekly/Daily Flying Schedule Coordination*) will be used to document the coordination of schedule changes. The agency requesting the change (requester) is responsible for completing the form and ensuring its proper coordination. Electronic coordination is acceptable provided receipt is acknowledged and the sender enters the name of the person notified and the date/time on the AF Form 2407.

4.3.1. When electronic coordination is chosen, the following procedures will be implemented.

4.3.1.1. The requester will fill out the AF Form 2407. In the Notifications section, only the agency sections will be filled out initially.

4.3.1.2. The requester will e-mail the AF Form 2407 to each coordinating agency. To the maximum extent practical, AF Form 2407s will be sent to the agency organizational email account and individual email accounts. The email will request an automatic read receipt. The subject line will begin with the following: "INITIAL AF 2407 CHANGE REQUEST:" followed by a brief description of the change requested.

4.3.1.3. Coordinating agencies will reply with a read receipt if all proposed changes are acceptable or a detailed message explaining any issues with the proposed plan.

4.3.1.4. Upon receipt of acknowledgement, the requester will note the name of the person notified and the date/time on the AF Form 2407.

4.3.1.5. The requester is responsible for ensuring all required agencies are notified, preferably as early as possible, but no later than the daily maintenance production meeting at 1430L when practical. Agencies are required to actively monitor their organizational and personal email accounts to ensure efficient coordination.

4.3.1.6. Upon completion of all required coordination, the requester will send a second email to the coordinating agencies containing the completed 2407. The subject line will begin with the following: "COMPLETED AF 2407 CHANGE REQUEST:" followed by a brief description of the change requested. Agencies will keep the completed 2407 on record as required. To ensure AFI 21-165 documentation requirements are met, the requester will ensure 9 MXG/MXOOP is included in the email and receipt is acknowledged by them.

4.4. Any requests for and/or changes to 9 RW assigned SUA must be coordinated through Wing Scheduling.

5. Weekly 9 RW Scheduling Meetings.

5.1. The weekly 9 RW UCRC meeting is held in the OG VTC room every Tuesday morning at 0930. Time and location are subject to change based on room and OG/MX leadership availability.

5.1.1. The purpose of this meeting is to discuss exercise and aerial event participation in order to develop long term plans for 9 RW assets. Information for this meeting is prepared according to the 9 RW Exercise Planning/Execution OI.

5.1.2. A representative from each MDS' flying squadron(s) and maintenance AMU/CLS/MXG will attend this meeting. Additionally, representatives of 9 OG, 9 MXG and 69 RG leadership will be in attendance. Representatives are expected to speak for their SQ/CC when required. Group representatives will compile squadron inputs and issue recommendations to group commanders or direction to subordinates as required.

5.1.3. An OG leadership representative will chair the meeting. When required, a uniformed officer representative from 9 OSS/OSO can be delegated to chair the meeting.

5.2. Weekly squadron scheduling meetings are conducted every Wednesday morning. A separate meeting is scheduled for each airframe type: U-2/T-38 (Bldg 1025 at 0930), RQ-4 (Bldg 1086 at 1030) and MC-12/BE-350 (Bldg 1086 at 1100). Times and locations subject to change.

5.2.1. The purpose of the weekly scheduling meeting is to integrate squadron requirements with maintenance availability to form a platform schedule for the next week. Representatives of flying squadron scheduling and/or SQ/DO and their MDS' AMU/CLS/MXG representatives will be in attendance.

5.2.2. Prior to this meeting, each flying squadron will input their flying schedule requests for the next two weeks into PEX or a substitute created by 9 OSS/OSO.

5.2.3. A representative of 9 OSS/OSOS will chair the meeting.

5.3. The weekly 9 RW pre-scheduling meeting is normally held in the 9 OG VTC room every Thursday morning at 0945. Time and location are subject to change based on room and OG/MX leadership availability.

5.3.1. The purpose of the weekly pre-scheduling meeting is to discuss the next week's flying schedule, long range plans for exercise and aerial event participation as well as update participants on FHP achievement. Information for this meeting is taken from the UCRC meeting and squadron scheduling meetings.

5.3.2. A representative from each flying squadron and MDS AMU/CLS/MXG will attend this meeting. Additionally, representatives of 9 OG, 9 MXG and 69 RG will be in attendance. Representatives are expected to speak for their SQ/CC when required. Group representatives will compile squadron inputs and issue recommendations to group commanders or direction to subordinates as required.

5.3.3. OG leadership will chair the pre-scheduling meeting.

5.4. The weekly 9 RW Scheduling Meeting is held in the 9 OG VTC room every Thursday afternoon. Normally, this meeting is scheduled for 1530. Time and location of the meeting are subject to change based on WG/CC availability.

6. Wing Scheduling Procedures.

6.1. Using the annual FHP, OSS/OSO will produce a quarterly "contract" NLT the first Wednesday of the month prior to the effective quarter.

6.1.1. OSS/OSO will ensure quarterly plans are as detailed and accurate as possible at the time of preparation. Forecast and monitor requirements for the current and next 2 months. Include known special missions, depot maintenance input and output schedules, higher headquarters commitments, and lateral command support requirements as required.

6.1.1.1. Use the following priority to determine which objectives to support if a lack of resources prevents meeting requirements:

6.1.1.2. Alert commitments

6.1.1.3. Higher-headquarters directed missions

6.1.1.4. Training

6.2. Quarterly contracts will consolidate all activities related to wing flying times. They should be used to build the weekly flying schedule with minimal changes. The weekly flying schedule goes firm on Thursday the week prior to execution and is posted to SharePoint by 9 MXG/MXOOP. See chapter 6 for a description of weekly meetings and deliverables for a description of the weekly scheduling process.

7. Patriot Excalibur (PEX) Usage.

7.1. PEX is the scheduling program of record for ACC. As such, it is the master scheduling program for the 9 RW and will be used to the maximum extent possible.

7.2. When PEX does not meet a unit's needs, suitable products will be developed to take its place. Units will proactively work with PEX developers to create a PEX-based solution.

7.3. 9 OSS/OSOS will conduct PEX utilization meetings with squadron scheduling staffs to discuss PEX training issues and receive updates on efforts to mitigate PEX shortfalls. These meetings will occur as needed. Units with identified PEX shortfalls are expected to forward their efforts to mitigate and coordinate fixes to their issues.

8. Supervisor of Flying (SOF) Scheduling.

8.1. All SOF scheduling will be in accordance with AFI 11-418 Operations Supervision and the BAFB Supplement. Wing Scheduling will assign SOF duties to each squadron. 9 OG/OGV is the OPR for the SOF program itself.

8.2. The SOF schedule will be apportioned across the flying units using a method agreed upon by the OG and RG SQ/DO's.

8.3. Each squadron will provide a SOF for flying that occurs outside the normal flying window in accordance with 9 OGV guidance.

9. Off Station Training (OST) Flight Scheduling.

9.1. An OST is a mission where an aircraft departs Beale with the intention of remaining over night at another field.

9.1.1. BUSY RELAY, PDM input sorties, and Out-&-Backs are not OSTs.

9.2. Requests for OST flights will be completed using the AF IMT 4327a. 9 OG/CC is the approval authority. The request will include planned stops, planned training, and any unusual events. Coordination will be accomplished in the section labeled "12: REMARKS"

of the form. Electronic or hard copy coordination of the 4327a is acceptable. Responsibility for ensuring coordination rests with the squadron of the OST AC or MC. See attachment 3 for an example form.

9.2.1. T-38 OST Coordination Requirements. T-38 OST's will be coordinated through T-38 Flt/CC, 9 OSS/OSOS, 1 RS Scheduler, 99 RS Scheduler, 99 RS/DO and 1 RS/DO. All coordination will be complete prior to approval by the 9 OG/CC.

9.2.2. MC-12W/BE-350 Coordination Requirements. MC-12 OST's will be coordinated through 9 OSS/OSOS, MC-12/BE-350 scheduler, 427 RS/DO and 489 RS/DO. BE-350 OSTs will be coordinated through the same process but with the additional step of coordinating through the 306 IS/DO. In either case, all coordination will be complete prior to approval by the 9 OG/CC.

9.3. Requests for OST flights will be annotated on the quarterly and/or the weekly schedule.

10. Static Displays.

10.1. 9 OSS/OSO is the focal point for off-base Beale aircraft static display requests. 9 OSS/OSO ensures the event is SAF/PA approved, and then coordinates approval with the 9 RW/CC.

10.1.1. For all 9 RW aircraft, static request approval has been delegated from the WG/CC to the lowest level possible. Static requests will be routed to the OG/CC or RG/CC and MXG/CC or their designees for approval. See Attachment 4. 9 RW/CC will maintain visibility on all 9 RW static displays via the weekly scheduling meeting slides provided by 9 OSS/OSO in coordination with 9MXG/MXOOP.

10.1.2. 9 OSS/OSO will notify the requesting agency of leadership decision.

10.2. Flyover Scheduling:

10.2.1. 9 RW/PA is the originating office for all requests for fly-over events by 9 RW aircraft. 9 RW/PA will coordinate directly with 9 OG/CDAE. **NOTE:** AFI 11-401 provides guidance on flyovers. Some events require ACC/CC approval (60 days lead time).

10.3. Orientation Flight Scheduling. The 9 RW orientation flight programs are overseen by 9 OSS/OSO.

10.4. Busy Relay Scheduling. 9 OSS/OSO is the 9 RW POC for all Busy Relay scheduling issues.

10.5. Exercise Scheduling. 9 OSS/OSO will coordinate all exercise scheduling functions in accordance with the 9 RW Exercise Scheduling OI.

11. RQ-4 Scheduling Process.

11.1. Long Range/Monthly Scheduling Process:

11.1.1. 9 OSS/OSOS produces a long-range RQ-4 schedule in the form of a monthly calendar with a three month look ahead IAW ACCI 21-165 para 3.5.3. While exercise schedules are generally firm within three months, operational sorties are typically planned no more than approximately one month in advance. As a result, the long range

scheduling process is continuous with a high emphasis placed on the current and next month.

11.1.2. By the second Monday of each month, RQ-4 LNOs for each combatant command send their respective sortie requests to RQ-4 Wing Scheduling for the following month. This includes coordinating a reconstitution day sufficiently in advance of all COCOMs planning requirements.

11.1.3. On a weekly basis, 9 MXG/MXOOP notifies Wing Scheduling of BUSY RELAY and phase maintenance requirements that will impact the flight schedule. Wing Scheduling incorporates these inputs into the long-range schedule as they are received. The 69 RG/MXOS will notify 9 MXG/MXOOP and 9 RW Wing Scheduling of any busy relay phase maintenance requirements or other significant maintenance events impacting the flight schedule.

11.1.4. By the third Monday of the month, Wing Scheduling distributes the draft schedule to JFCC-ISR, 12 RS, 1 RS, 348 RS, 99 ERS, RQ-4 LNOs, and 69 RG/Det 1 & Det 2. Included in the distribution are any potential problem areas and 9 RW's proposed solutions for JFCC-ISR adjudication.

11.1.5. By the 21st day of the month, Wing Scheduling distributes the final schedule, complete with JFCC-ISR adjudication.

11.2. Local Flying Contracts/Flying Schedule Generation.

11.2.1. Wing Scheduling, in coordination with MXG and 69 RG, creates and distributes the next month's local flying contract by the third Wednesday of the month. Dates of combatant commander support are flexible, but serve to track the load of local flying operations on both operations and maintenance.

11.2.2. The weekly scheduling process consists of a planning week and an execution week. The Planning Week begins eight days prior to the week of execution (Friday is planning day 1). The execution week runs from Monday to Sunday. See Figure 12.1 below.

Figure 11.1. RQ4 Scheduling Process.

RQ4 Scheduling Process							
Week of Planning							
PD1	PD2	PD3	PD4	PD5	PD6	PD7	PD8
Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Draft Schedule Sent to Chief of U2/T38/MC12				Attend Weekly UCRC Meeting	Attend Ops/Mx Meeting. Finalize Draft Schedule	Draft Schedule Presented to OG/CC at Presched Meeting	Penn/Ink Changes Accepted until 1600L without Deviations
						Schedule Finalized at Wing Standup	Airspace Mgr submits TFR requests for week of Execution
Week of Execution							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
AF Form 2407 submitted as needed for schedule changes FAA Coordination checklist submitted as necessary (1 business day prior to take off)							

PD= Planning Day

11.3. Planning Week

11.3.1. Planning Day 1 (Friday): Draft Weekly RQ-4 schedule for Beale originating/terminating missions are entered into the Wing Scheduling Airflow Chart to determine traffic pattern conflicts.

11.3.2. Planning Day 4 (Monday): Initial airspace and satellite de-confliction sent out to BAMS, Edwards, Palmdale and any other required agencies.

11.3.3. Planning Day 5 (Tuesday): Attend weekly UCRC meeting for inputs from operations and maintenance on BUSY RELAYS, exercises, and other requirements. 69 RG sends next week’s proposed weekly schedule to 9 RW wing scheduling for approval prior to 69 RG/CC signing weekly schedule. RQ-4 Wing Scheduling will use this time to bring up any conflicts with the long-range schedule.

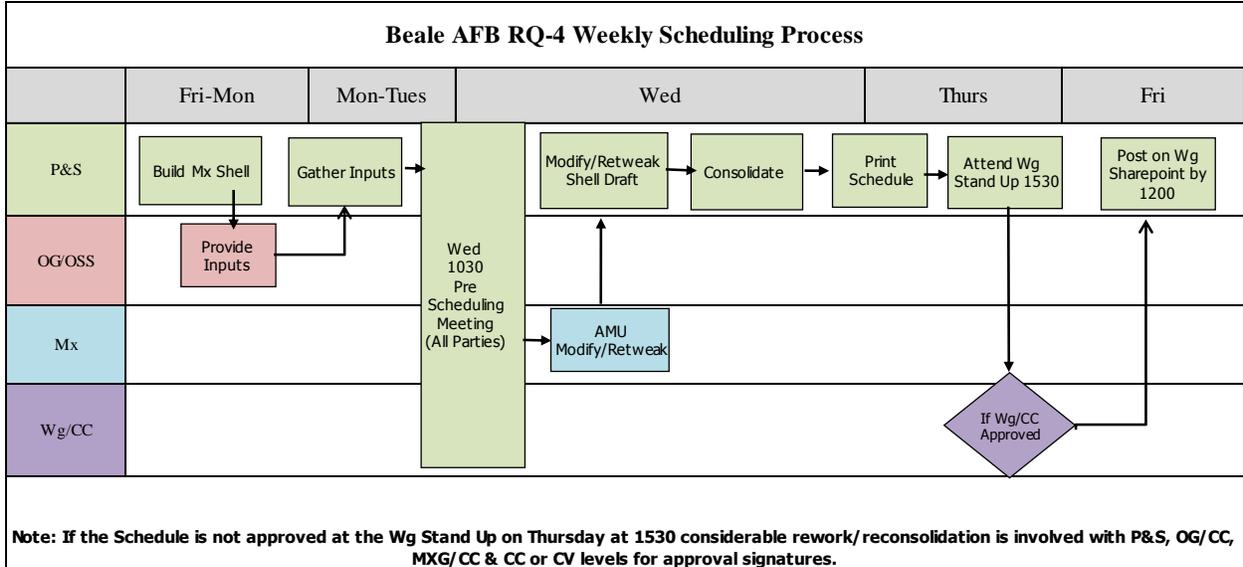
11.3.4. Planning Day 6 (Wednesday): Attend Ops/Mx meeting with 12 RS, 12 AMU, 69 RG, Mx Plans, Scheduling and Documentation (PS&D), and Chief of Wing Scheduling to prepare next week’s flying schedule. Discussion of ATO sorties requires the 69 RG call-in to be via secure means (VOSIP). 69 RG sends 2 week flying schedule to 9 RW wing scheduling to be incorporated into 9 RW/CCs weekly scheduling brief.

11.3.5. Planning Day 7 (Thursday): Attend Current Ops Prescheduling Meeting. The Two Week Outlook for worldwide operations is briefed to 9 OG/CC, 69 RG/CC, and 9 MXG/CC. Attend Wing Standup and brief the Two Week outlook slides to 9 RW/CC. 9 MXG PS&D provides 9 RW/RQ-4 Wing Scheduling a copy of the draft printed schedule at the morning pre-scheduling meeting. Aircraft de-confliction plan finalized. The flying schedule is approved and signed by the 9 RW/CC.

11.3.6. Planning Day 8 (Friday): Pen and Ink changes to the schedule are accepted until 1600L. The Airspace Manager distributes TFR requests for week of execution. 69 RG

sends initial local schedule for the week after next to 9 OSS/OSOS. The new planning week begins. See Figure 12.2 below.

Figure 11.2. RQ-4 weekly schedule process.



11.4. Execution Week: Schedule changes are made by AF Form 2407. FAA airspace coordination checklists are submitted NLT 1 business day prior to take off.

11.5. RQ-4 Assigned Responsibilities:

11.5.1. MCE de-confliction: Wing Scheduling

11.5.2. Aircraft route de-confliction (Beale, Grand Forks, Palmdale, etc): Wing Scheduling

11.5.3. Communications de-confliction (Ku, CDL, UHF Satcom): Wing Scheduling

11.5.3.1. Command and control link plan development: For RQ-4 sorties, Wing Scheduling will coordinate satellite time with 12 AMU Ground Comms, 69 MXS Ground comms, and outside agencies (Palmdale, Navy, ACC, NASA, Edwards, etc.) and notify respective units if schedule inputs can or cannot be met. If not, units will be re-tasked to plan or reschedule missions based on defined priorities.

11.5.3.2. Command and control link plan deconfliction: For RQ-4 sorties, 12 AMU Ground Comms, 69 MXS Ground comms, and other local ground segments will review the schedule and flag any potential conflicts. Notification will be made by the ground segment to their own operations agencies. Operations will forward conflicts to wing scheduling for deconfliction or clarification.

11.5.4. ETP Requests: Wing Scheduling

11.5.5. FAA Coordination Checklist

11.5.5.1. 12 RS / 348 RS Project Officer: Produce. 69 RG units will comply with host base requirements and/or letters of agreement for FAA coordination. 12 RS and

Det 1 will coordinate with Beale AFB airspace manager and 348 RS will coordinate with GFAFB airspace manager as appropriate

11.5.5.2. RQ-4 Wing Scheduling: Review

11.5.5.3. Airspace Manager (or designated representative): Review and Submit coordination with FAA as required.

11.5.5.4. 12 RS / 348 RS Ops Sup: Day of delay and cancellation messages

11.5.6. DIPs: 12 RS / 348 RS Project Officer

11.5.7. TFRs

11.5.7.1. 69 RG units will comply with host base requirements and/or letters of agreement for FAA TFR coordination. 12 RS and Det 1 will coordinate with Beale AFB airspace manager and 348 RS will coordinate with GFAFB airspace manager as appropriate.

11.5.8. Test and Evaluation Scheduling: 53rd TEG in coordination with Wing Scheduling

11.5.9. Busy Relay Messages: 12 RS / 348 RS Ops Sup

11.5.10. All issues after 1600L Pacific time the duty day prior to takeoff: 12 RS / 348 RS Ops Sup

12. OPR.

12.1. The Chief of Wing Current Operations, 9 OSS/OSO, is the OPR for this instruction. The guidance in this instruction will be reviewed annually for relevance, efficiency, and applicability to 9 RW flying operations. 9 OSS/OSO retains interim revision authority to this instruction, pending notification to all affected agencies. Direct any questions regarding this instruction to 9 OSS/OSO at 634-0480.

PHIL A. STEWART, Colonel, USAF
Commander, 9th Reconnaissance Wing

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

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

AFI 11-101, *Management Reports on the Flying Hour Program*, 1 Nov 2009

AFI 11-101 ACC SUPP, *Management Report on the Flying Hour Program*, 22 Mar 2007

Prescribed Forms

There are no forms prescribed in this instruction.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AE—Aerial Events

AMU—Aircraft Maintenance Unit

ACC—Air Combat Command

ACCI—Air Combat Command Instruction

AUR—Aircraft Utilization Report

BAFB—Beale Air Force Base

CC—Commander

DO—Director of Operations

FAA—Federal Aviation Administration

FHP—Flying Hour Program

HHQ—Higher Headquarters

IAW—In Accordance With

LNO—Liaison Officer

MDS—Mission Design Series

MOS—Maintenance Operations Squadron

MXG—Maintenance Group

NAF—Numbered Air Force

OI—Operation Instruction

OG—Operations Group

OGV—Operations Group Evaluations

OPR—Office of Primary Responsibility

OSOF—Wing Host Aviation Resource Management

OSOS—Wing Scheduling

OSOT—Wing Training

OSS—Operations Support Squadron

OST—Off Station Transition

PA—Public Affairs

PEX—Patriot Excalibur

PS&D—Plans, Scheduling, and Documentation

RG—Reconnaissance Group

RW—Reconnaissance Wing

SOF—Supervisor of Flying

UCRC—Unified Collection Resource Committee

VTC—Video Teleconference

Attachment 2

SAMPLE FLYING HOUR PROGRAM PLANNING LETTER

Figure A2.1. Sample Flying Hour Program Planning Letter.

MEMORANDUM FOR 9 AMXS/CC
 9 AMXS/MXA
 9 MXG/CC
 9 MXG/MXOO
 9 OSS/CC
 99 RS/CC
 1 RS/CC
 427 RS/CC
 489 RS/CC

FROM: 9 OG/CC and 9 MXG/CC
 19501 Edison Avenue, Bldg 1086
 Beale AFB, CA 95903-1220

SUBJECT: FY XX Flying Hour Program (FHP) Planning Letter

This letter covers the planning factors and special instructions all T-38 and MC-12 flying squadrons should use when building the final version of their FY 20XX FHP. Requirements are based on AFI 11-101 (including ACC supplement) and AFI 21-101 (including ACC supplement). Assets are further governed by ACC 21-165. Please use the following planning factors for submitting your squadron's FHP. Based on First Look response, the hours allocated to the 9 RW are as follows:

<u>MDS</u>	<u>FYXX Hours</u>
T-38A	xxxx
MC-12	xxxx (<i>Estimated – For planning purposes</i>)

1. Key Planning Factors:

a. CPO Taskings (Squadrons should plan for all classified additional taskings and squadron planned TDY's and Exercises not listed):

Red Flag Alaska 11-1 14 – 29 Apr XX 427 RS

b. Federal Holidays:

Monday	11 Oct XX	Columbus Day
Thursday	11 Nov XX	Veterans Day
Thursday	25 Nov XX	Thanksgiving
Friday	24 Dec XX	Christmas Observed
Friday	31 Dec XX	New Year's Eve Day
Monday	17 Jan XX	Martin Luther King Jr. Day
Monday	21 Feb XX	Presidents' Day

Monday	30 May XX	Memorial Day
Monday	04 July XX	Independence Day
Monday	05 Sep XX	Labor Day

c. ACC Family Days (CYXX dates are tentative):

Friday	26 Nov XX
Thursday	23 Dec XX
Monday	27 Dec XX
Thursday	30 Dec XX
Friday	27 May XX
Tuesday	05 July XX
Friday	02 Sep XX

d. Plan on four MXG Training/No Fly days. The objective is to minimize flying support required within the Operations Group to optimize quarterly training days. Squadrons should plan to synchronize their no-fly training days to these dates (Tentative).

Monday	15 Nov XX
Tuesday	3 Jan XX
Friday	1 Apr XX
Monday	29 Aug XX

e. Safety Days (Tentative):

Monday	3 Jan XX	Flight Safety Day
Friday	11 Mar XX	Wing Safety Day
Thursday	26 May XX	Wing Safety Day
Thurs	29 – 30 Sep XX	Flight Safety Day/FHP Recovery Days

f. 9 RW Inspections:

9 RW exercises will not be planned until Sep XX. 9 RW/XP has forecast four flying down days for FYXX

g. Plan for XXX remaining O&M days.

h. Squadrons should include all cross-country flights scheduled within their FHP. MX depot and restoration inputs will be provided by MXG/MXOOP and should be considered. Commanders are responsible for ensuring aircraft availability for local training and HHQ directed taskings.

2. Scheduled sorties should account for historic attrition when developing unit schedules. The following attrition data is the most current MX analysis data available. These numbers exclude off-station sorties and more accurately reflect winter attrition. Flights to and from depot as well as deployment sorties are not subject to attrition. MX analysis will provide 5 year averages for calculations.

	T-38	MC-12
October	0.291	0.100
November	0.228	0.150
December	0.364	0.150
January	0.358	0.150
February	0.131	0.150
March	0.139	0.100
April	0.163	0.100
May	0.112	0.100
June	0.084	0.100
July	0.203	0.050
August	0.173	0.050
September	0.179	0.100

3. The FHP XX planning deadlines are as follows:

- a. ACC/A3 FYXX final hours allocation to field units – 1 Sep.
- b. Squadron FHP plans to 9 OSS/OSO for review – 10 Sep COB.
- c. Presentation to 9 OG/CC and 9 MXG/CC – 15 Sep 1600, Wing Conference room.
- d. Presentation to 9 RW/CC – 22 Sep 1600, Wing Conference room.
- e. 9 OSS/OSO will send approved 9 RW FYXX FHP to HQ ACC/A3TB – NLT 30 Sep.

4. OPR for inquiries regarding the 9 RW FHP is Major Jon McCollister, 9 OSS/OSOS, 634-9293.

ROBERT M. HAINES, Colonel, USAF
 USAF
 Commander, Operations Group

CHAD M. CLIFTON, Colonel,
 Commander, Maintenance Group

**Attachment 3
Daily Checklist.**

Figure A3.1. Daily Checklist.

MONDAY

By 1200 Complete FHP

Update FHP Excel Worksheet

By 1300 Complete Monday's Slides

Update sortie board

At 1400 Complete 9 RW Draft Operations Schedule for following week

Print 9 RW Operations Schedule and have another member in office audit for accuracy

Attend 1430 maintenance meeting (optional) for 2407 coordination.

Complete OG/CC binder for daily flight scheduling meeting prior to wing stand-up.

By 1530

E-mail copy to squadrons

File Checklist in 9 RW Operations Schedule Binder

TUESDAY 0800 – Prepare for Weekly MEGA/UCRC Meeting

0830 - 9 OG Ops Tempo Calendar

By 0900 Complete Tuesday's Slides

Attend 0930 MEGA/UCRC meeting

By 1200 Complete FHP

Update FHP Excel Worksheet

At 1400 Start to Complete 9 RW Operations Schedule

Print 9 RW Operations Schedule and have another member in office audit for accuracy

Complete OG/CC binder for daily flight scheduling meeting prior to wing stand-up.

Attend 1430 maintenance meeting (optional) for 2407 coordination.

AUR's Complete (See Flying Hour Book)

Ensure all AUR's are received from flying squadrons

File all AUR's in appropriate binder

File Checklist in 9 RW Operations Schedule Binder

WEDNESDAY

0930- U-2/T-38 In house meeting with MX about following week's schedule

1000- RQ-4 In house meeting with MX about following week's schedule

1100- MC-12 In house meeting with MX about following week's schedule

By 1200 Complete FHP

Update FHP Excel Worksheet

By 1400 - Complete Thursday Slides

Update Static Displays Excel Worksheet

Update Quiet Hours Excel Worksheet

Update Ops MEGA calendar

Update Fly Window Slides Excel Worksheet

Update Links to Thursday Slide Show

Complete OG/CC binder for daily flight scheduling meeting prior to wing stand-up.

Attend 1430 maintenance meeting (optional) for 2407 coordination.

By 1530

Update next week's schedules based off inputs from In house meetings

First Wednesday of the month, distribute the draft of the following month's scheduling contract.

Third Wednesday of the month, next month's scheduling contract is final and briefed to 9RW/CC on Thursday.

First Wednesday of the last month of each quarter, distribute the draft of the following quarter's flying schedule

First Wednesday of the last month of the quarter, the following quarter's draft schedule goes final and briefed to 9RW/CC

THURSDAY

0945-Pre Scheduling meeting chaired by OG/CC and MXG/CC or their representatives

By 1200 Complete FHP

Update FHP Excel Worksheet

By 1200 – Complete Thursday Slides

Update Static Displays Excel Worksheet

Update Quiet Hours Excel Worksheet

Update OG MEGA calendar

Update Fly Window Slides Excel Worksheet

Update Links to Thursday Wing stand-up slides

1530-Wing Stand-up chaired by Wing/CC, following week schedule signed by 9RW/CC

At 1400 Start to Complete 9 RW Operations Schedule for the following week

Print 9 RW Operations Schedule and have another member in office audit for accuracy

Complete OG/CC binder for daily flight scheduling meeting prior to wing stand-up.

Attend 1430 maintenance meeting (optional) for 2407 coordination.

By 1600 SOF Schedule

Update SOF Schedule

E-mail SOF Schedule (use SOF Schedule in 9 OSS Scheduling Contacts)

FRIDAY

Changes to next week's flying schedule

Make all necessary changes to next week's schedule and create any applicable Pen & Ink Form 2407s.

Ensure FAA coordination for following week's schedule sent out.

By 1200 Complete FHP

Update FHP Excel Worksheet

Request ETP time no later than 3 weeks out when applicable

Begin next month's contracts, when applicable.

Attend 1430 maintenance meeting (optional) for 2407 coordination.

AUR's (See Flying Hour Book)

Ensure all AUR's are received from flying squadrons

File all AUR's in appropriate binder

**Attachment 4
OST REQUEST**

Figure A4.1. OST Request.

CREW FLIGHT (FA) AUTHORIZATION									
1. PREPARED DATE: 16-Aug-11		2. MISSION NUMBER:		3. DEPARTURE LOCATION Beale AFB, CA			4. DESTINATION: Beale AFB, CA		
5. MISSION SYMBOL AND PURPOSE: T3LV OST		6. SCHEDULED DEP DATE/TIME: 18-Nov-11 1200			7. SCHEDULED RET DATE/TIME: 21-Nov-11 1530				
8. AERO VEHICLE: 2/T-38/P				9. ACFT TAIL#:		10. CALL SIGN: ROPER 43/44			
PRIVACY ACT STATEMENT									
<p>AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; AND EO 9397</p> <p>PRINCIPAL PURPOSE: Source document used to authorize aircrew members to perform in-flight duties for this aircraft and provide accountability for aircrew personnel on mission. Additionally used to validate aircrew duties for entitlement to flight time, operational flying duty credit, and flight pay entitlements.</p> <p>DISCLOSURE IS VOLUNTARY: SSAN is needed to meet qualification for accountability, flight documentation, and flight pay entitlements. Failure to provide may prevent authorization to fly and result in a loss of records, qualification, and incentive pay entitlements.</p>									
11. CREW INFORMATION:									
A.	B.	C.	D.	E.	F.	G.	H.	I.	J.
NAME	GRADE MIL/GS	SSAN	SEC CLR	CREW POS	DUTY POS	REMARKS/ RES CODE	UNIT	CREW #	INITIALS FOR CHG
Last, First	LTC		TS/SCI	IPRE	IPRE		1 RS		
Last, First	CAPT		TS/SCI	FPRE	FPRE		1 RS		
Last, First	MAJ		TS/SCI	FPRE	FPRE		99 RS		
12. REMARKS: (<i>Variations in Itinerary Authorized</i>) **Itinerary Attached, see BLK 21 for Special Requests									
YES NO T-38 FLT/CC _____ YES NO WG SCHED _____ YES NO 1RS SCHED _____ YES NO 99 RS SCHED _____ YES NO 99 RS/DO _____ YES NO 1RS/DO _____									
						APPROVED/DISAPPROVED			
						FIRST M. LAST, Col, USAF			
						COMMANDER, 9TH OPERATIONS GROUP			
13. AUTHORIZATION DATE:		14. FA NUMBER		15. DISTRIBUTION: (After OG Signature) Cy: 1-Mem, 1-Weekend SOF, 1-Cmd Post; 1-CCSS Orig: 1-Duty Desk					
16. GO/NO-GO VERIFICATION:									
I certify go/no-go checks were accomplished for aircrew members listed below. As a minimum, flight physical, physical availability, physiological training, emergency egress, local area survival, current ASC, (A O effective date/term date), ACFT A os, FCIF card, and any other grounding events were checked. Individuals non-current for aircrew training or aircrew qualification have appropriate remarks codes assigned and an instructor is on-board for their specialty. Reserve personnel not on extended duty are subject to the provisions of the uniform code of military justice, while performing this duty.									
1COX2 Initials: _____					Aircraft commander Review: _____				
IF CHANGES TO ORIGINAL CREW MEMBERS: I Certify the above go/no-go checks were performed for aircrew member (s) added:									
Aircraft Commander Signature: _____									
17. UNIT DESIGNATION AND LOCATION OF AUTHORIZING AGENCY:					18. SIGNATURE ELEMENT OF AUTHENTICATING OFFICIAL:				
AIR COMBAT COMMAND 1ST RECONNAISSANCE SQUADRON BEALE AFB, CA 95903					FIRST M. LAST, Lt Col, USAF Commander, 1RS				
19. ACCOUNTING CITATION:									
5723400 302 7818 33GD04 01 409 667100									

20. CREW INFORMATION: (Cont'd)																
A. NAME	B. GRADE ML/GS	C. SSAN	D. SEC CLR	E. CREW POS	F. DUTY POS	G. REMARKS/ RES CODE	H. UNIT	I. CREW #	J. INITIALS FOR CHG							
21. REMARKS: (Cont'd)																
<p><u>PLANNED RON BASES:</u></p> <table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td style="text-align: center;">Mather IAP CA</td></tr> <tr><td style="height: 15px;"></td></tr> </table>										Mather IAP CA						
Mather IAP CA																
<p><u>Itinerary</u></p> <p>Friday 18 Nov Beale AFB Ca to Mather IAP Ca - 51 NM Saturday 19 Nov Mather IAP Ca to Mather IAP Ca - 100 NM Monday 21 Nov Mather IAP Ca - Beale AFB Ca - 51 NM</p>																
<p><u>Planned Training</u></p> <p>Training will meet the intent of 90G SII instrument procedures and airmanship.</p>																
<p><u>OST Justification</u></p> <p>SAF/PA ACC sanction flyover request</p>																
<p><u>OST Finance</u></p> <p>Total Estimated Travel Cost : <input style="width: 100px;" type="text" value="\$0.00"/> DTS Orders Completion Date: <input style="width: 100px;" type="text" value="NA"/></p>																
# PODs	0	# PSKs	0	# DUMMY KITS		DOGHOUSE	0									

Attachment 5

HANGAR/STATIC REQUEST

FigureA5.1. Hanger/Static Request.

MEMORANDUM FOR 9 MXG/CC												
FROM: 9 MXG/MXOOP												
SUBJECT: Official Aircraft Static Display Request and/or Hangar Reservation Request												
<p>1. Official aircraft static display and/or hangar reservation requests must be made NLT three weeks prior to requested date, but should be made as early as possible for inclusion in the long range plan. All static display and/or hangar reservation requests will be forwarded to 9 MOS PS&D, via e-mail to 9MOS.MXOOPWINGP&S@beale.af.mil, for coordination. Static displays will be on Fridays from 0730-1530. Exceptions to the standard rules may apply on a case by case basis.</p> <p>GROUP NAME/DESCRIPTION: Del Campo high school tour POC: A1C Robert Cummings, 9 RW/PA Contact Number: DSN 368-8887 Requests: U-2S, RQ-4B, T-38, MC-12</p> <p>2. Sponsor/Requestors are responsible for the safety and security of their guests at all times while viewing aircraft and will not leave them unescorted in the area. Photography is only permitted as outlined in the Beale AFB Installation Security Instruction. <u>Photography of sensor-configured aircraft is strictly forbidden.</u></p> <p>3. Sponsor/Requestors are responsible for ensuring all tour participants meet minimum security requirements to be in close proximity of operational aircraft.</p> <p>4. Location of static request will be : WASH RACK _____ per: _____</p> <p>NOTE: Static locations will be Dock 3, Dock 6 (DEFAULT) or the Wash Rack. These areas are unrestricted. Sponsor/Requestor is still responsible for safety and minimum security requirements of guest(s) as well as asset security. Aircraft parking will be OUTSIDE of hangar if two or more aircraft are requested.</p>												
T-38	MC-12	RQ-4	MCE	LRE	U-2	INSIDE	BRIEFERS	LOCATION	TIME	DATE	# IN TOUR	QUIET HOURS
Y	Y	Y	N	N	Y	N	Y	Wash Rack	1000-1100	14 JUN 13	60	N

5. Coordination:

MC-12 Section	Can support / Cannot support	_____
		MC-12 Supervision
T-38 Section	Can support / Cannot support	_____
		T -38 Supervision
9 AMXS/MXAB	Can support / Cannot support	_____
		12th AMU Supervision
9 AMXS/MXAA	Can support / Cannot support	_____
		99th AMU Supervision
9 AMXS/MXA	Can support / Cannot support	_____
		9 AMXS Supervision
9 OSS/OSAA	Can support / Cannot support	_____
		9 OSS AFLD Manager/Deputy AFLD Manger

6. Visit is approved / disapproved by 9 MXG/CC

_____ Date: _____