

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

**HOLLOMAN AIR FORCE BASE
INSTRUCTION 11-101**



12 JANUARY 2017

Flying Operations

**SQUADRON
PROGRAMMING/AIRSPACE/RANGES
CHEDULING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at <http://www.e-publishing.af.mil>.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 49 OSS/OSOS

Certified by: 49 OSS/CC
(Lt Col Eric Hendrickson)

Supersedes: HOLLOMANAFBI11-101,
23 October 2013

Pages: 21

This publication implements Air Force Policy Directive (AFPD) 11-1, *Flying-Hour Program*, dated 10 August 2004. This instruction prescribes Holloman AFB Current Operations policies and procedures for 49th Wing (49 WG) scheduling personnel. It establishes office and unit scheduling procedures. It applies to all assigned and tenant flying units operating from Holloman AFB and any temporary duty (TDY) units they host. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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*, to 49th Operation Support Squadron Current Operations Flight Wing Scheduling Office (49 OSS/OSOS), 744 Delaware Avenue, Suite 210, Holloman AFB, NM 88330-8014.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include the addition of Joint Test and Training Operations Cell (JTTOC) procedures, Range Wars procedures, Holloman scheduling priorities, standards for ground personnel on ranges, and air refueling procedures.

Chapter 1

WING SCHEDULING RESPONSIBILITIES

1.1. Objective. The objective of this instruction is to provide Holloman AFB leadership, primary training units, and external airspace and range users a standardized scheduling process. The scheduling process will clearly and accurately communicate the Holloman AFB airspace and range schedule. For the purpose of this document, Holloman AFB primary training units consist of the 49th Wing (49 WG), 54th Fighter Group (54 FG), German Air Force Flight Training Center (GAF FTC); and the 96th Test Group (96 TG), 82nd Aerial Target Squadron (82 ATRS), and 7th Air Support Operations Squadron (7 ASOS) when conducting training missions.

1.2. 49 OSS/OSOS Responsibilities. The 49th Wing Scheduling Office (49 OSS/OSOS) oversees the scheduling process for the 49 WG. 49 OSS/OSOS is responsible for the following:

1.2.1. Schedule the Holloman AFB managed and locally allocated airspace and ranges (Attachment 2) defined in *Flight Information Publications* (FLIP) and Holloman AFB Instruction 11-250, *Airfield Operations Instruction*, for all requesting users.

1.2.2. Consolidate and distribute a local airspace and ranges restrictions product.

1.2.3. Create and maintain the Holloman AFB Supervisor of Flying (SOF) schedule.

1.2.4. Manage air refueling requests for Holloman AFB primary training units.

1.2.5. Consolidate briefings for the 49th Operations Group (49 OG)/49th Maintenance Group (49 MXG) & 49 WG weekly scheduling meetings.

1.2.6. Manage the 49 WG Flying Hour Program.

1.2.7. Manage the 49 OG Quiet Hour Program.

1.3. 49 OSS/OSOS Contact Information:

Phone: 572-3536/3537 (DSN), 575-572-3536/3537 (COMM)

Fax: 572-3139 (DSN), 575-572-3139 (COMM)

Email: 49oss.osos.ops.scheduling@us.af.mil

SharePoint: https://holloman.eim.acc.hedc.af.mil/49_OG/49_OSS/OSO/OSOS

1.4. Day-of-Execution Schedule Changes:

Airspace and/or range changes:

Joint Test and Training Operations Cell (JTTOC), 575-678-6520 (COMM)

In-flight changes through JTTOC:

Call-sign "Badger", 315.900 Ultra High Frequency (UHF)

Normal 49 OSS/OSOS office hours are 0730-1630L, Monday-Friday.

For the purpose of this document, 49 OSS/OSOS close of business (COB) is 1630L.

Chapter 2

SCHEDULING PROCEDURES

2.1. General. 49 OSS/OSOS creates and maintains a safe and de-conflicted airspace and range schedule for execution by Holloman AFB primary training units and external users. The schedule is managed and distributed via the Center Scheduling Enterprise (CSE) web-based application. CSE is used as both a long-range planning product and day-of-execution product available to both on-station training units and off-station users. Training units will execute their mission based on the allocations listed in CSE. It is the training unit's responsibility to ensure their airspace and range allocation in CSE meets their unit training requirements. Requests to change allocations listed in CSE can be accomplished by contacting 49 OSS/OSOS. CSE is the final communication tool to all primary training units for receiving their safe and de-conflicted airspace and range allocations.

2.1.1. Airspace and Range Restrictions. Ft Bliss and White Sands Missile Range (WSMR) missions being conducted in the local flying area will be consolidated and distributed by 49 OSS/OSOS via a restrictions page document. In addition to adhering to airspace allocations listed in CSE, all primary training units and off-station users are responsible for avoiding all restrictions.

Section 2A—Scheduling Timeline.

2.2. Weekly Scheduling Meeting. Every Thursday, 49 OSS/OSOS hosts a weekly scheduling meeting to discuss airspace and range allocations and restrictions for the following two weeks. One scheduling representative from each Holloman AFB primary training unit must attend (telecom is available). In addition, representation from range operations, airfield management, WSMR scheduling, and any other external user requesting airspace for the next week should attend.

2.2.1. Range Wars. The weekly scheduling meeting on the first Thursday of each month will be referred to as "Range Wars." This meeting will conduct a 2-month and 1-month look for airspace and range allocation for primary training units. Primary training units will ensure a representative authorized to approve unit flying windows attends this meeting to ensure airspace and range allocation priority. Squadron Director of Operations (DO) attendance is encouraged. Results from this meeting will be input into CSE by 49 OSS/OSOS.

2.3. 2-Month Look. At the monthly "Range Wars," training units provide their flying window inputs and special airspace and range requests for month+2 (i.e. in January for March). 49 OSS/OSOS will moderate the plan to best accommodate all requirements. If conflicts between primary training units cannot be resolved at this meeting, they will be elevated appropriately for resolution.

2.4. 1-Month Look. At the monthly "Range Wars," training units will also review and finalize their flying window inputs and special airspace and range requests for month+1 (i.e. in January for February). Once agreed upon by all attending units, the month+1 flying windows will be compiled by 49 OSS/OSOS and emailed to all training units as well as the 54 FG/CC and 49 OG/CC for their reference. Any unit change requests after the flying windows are agreed upon

at “Range Wars” that affects another primary training unit’s airspace or range time must be negotiated between the requester and affected unit(s).

2.5. Weekly Scheduling Flow.

2.5.1. To help give 49 OSS/OSOS enough time to make any significant CSE changes and verify de-confliction, primary training units should email week-prior CSE change requests NLT Friday, 1200L. If no email is received, then no change will be assumed. Change requests after Friday will still be worked, but may be difficult to accommodate.

2.5.2. 49 OSS/OSOS is responsible for gathering WSMR and Ft Bliss test restrictions and compiling them into a single document. NLT COB Wednesday, 49 OSS/OSOS will post week+1 restrictions to the 49 OSS/OSOS SharePoint. NLT COB Thursday, 49 OSS/OSOS will post week+2 restrictions and updated week+1 restrictions to the 49 OSS/OSOS SharePoint. 49 OSS/OSOS will also update and post these documents throughout the week as required.

2.6. Next Day Scheduling Flow.

2.6.1. 49 OSS/OSOS is responsible for ensuring all CSE airspace and range requests are de-conflicted and the next day schedule is published by 1500L daily for external agencies. 49 OSS/OSOS meets to discuss the published schedule with Ft Bliss and WSMR each day at 1530L.

2.6.2. Training units should provide CSE change requests to 49 OSS/OSOS no later than 1400L day-prior to execution to assist 49 OSS/OSOS to meet a daily publishing timeline.

2.6.3. Day-prior change requests to CSE received after 1400L, but before COB, will be worked by 49 OSS/OSOS if manning allows but cannot be guaranteed. Changes that cannot be made day-prior will be forwarded to the JTTOC and the 49 OSS/OSOS current day scheduler to be worked the next morning. A notification of this action will be sent to the requester.

2.6.4. Each day, 49 OSS/OSOS will confirm the next day’s restrictions with WSMR and Ft Bliss and produce a “First Look” restriction page for the next day. This will normally be posted to CSE and the 49 OSS/OSOS SharePoint by 0900L.

2.6.5. Throughout the day, 49 OSS/OSOS will continue to confirm the next day’s restrictions. Normally by 1500L, 49 OSS/OSOS will post the official “Next Day” restriction page to CSE and the 49 OSS/OSOS SharePoint.

2.7. Current Day Scheduling Flow.

2.7.1. The JTTOC is responsible for all day-of CSE changes during their operating hours. Contact information is listed in Paragraph 1.3. JTTOC operating hours can be found on the 49 OSS/OSOS SharePoint site. If the JTTOC is not operating, the 49 OSS/OSOS current day scheduler will handle day-of change requests during normal business hours. Day-of change requests from training units are first assessed for whether or not they can safely be accomplished. If they can be made, the change request will be handled as soon as possible and updates will be made to CSE. The JTTOC (day-of-execution) and the 49 OSS/OSOS (future-scheduling) serve as the coordinating offices for all external agencies during normal office hours and units must not self-coordinate airspace changes.

2.7.2. All units scheduled by 49 OSS/OSOS are ultimately responsible for executing sorties based on the final coordinated airspace and range allocations listed in CSE, regardless of whether a change request was submitted or is pending approval.

2.7.3. At the beginning of the duty day, 49 OSS/OSOS will post the “Current Day” restrictions page. This will normally be posted to CSE and the 49 OSS/OSOS SharePoint at 0730L.

2.7.4. When there is a change to a restriction, the JTTOC and/or 49 OSS/OSOS will pass it to all affected training units as soon as possible by a confirmed chat-message or telephone conversation. The restrictions page in CSE will also be updated and coded by letter (i.e. A, B, C...) to show the most current version.

Section 2B—Airspace Scheduling Guidelines.

2.8. Airspace Priority. 49 OSS/OSOS schedules complex airspace used primarily by Holloman AFB, Ft Bliss, and WSMR. Ft Bliss and WSMR are the scheduling agency for their respective restricted airspace and schedule using a priority based system. 49 OSS/OSOS scheduled missions fall within Ft Bliss and WSMR priority systems in accordance with established Memorandums of Understanding (MOU). In addition, 49 OSS/OSOS allocates airspace and ranges to the units it schedules using its own priority system.

2.8.1. WSMR scheduled missions can change times and airspace requirements and affect other users all the way through execution. Higher priority missions may slip into other mission’s airspace at any time.

2.8.1.1. 49 OSS/OSOS scheduled training sorties are “Priority 6” IAW the *WSMR, 49WG and 56FW MOU* (3 Sep 2014) airspace priority system. However, specific missions [i.e. Fighter Weapons Instructor Course (FWIC), Large Force Exercise (LFE), Opposed Surface Attack (OPSAT) missions, Air Combat Tactics (ACT) missions, live weapons employment] may be elevated to “Priority 3” in accordance with the MOU. Units may request elevated WSMR priority through 49 OSS/OSOS.

2.8.2. 49 OSS/OSOS uses a priority system for scheduling missions prior to and during the “Range War” 1-month look. Once the next month’s flying windows are agreed upon at Range Wars, all signed scheduled missions become equal priority to assist all units with predictability. Primary training units who do not request airspace or ranges as part of the “Range War” process and all external user requests are only granted equal priority mission status for events they have on the schedule (on a non-interference basis) within 14 calendar days prior to execution.

2.8.3. 49 OSS/OSOS airspace and range priorities:

Priority 1. 49 WG High Priority Requests: LFE, FWIC, competitions, and other non-standard missions as identified by the Chief of Wing Scheduling.

Priority 2. Holloman AFB primary training units.

Priority 3. All other airspace or range requests.

2.9. Albuquerque Center Controlled Airspace. Albuquerque Air Route Traffic Control Center (ARTCC) controlled airspace is normally booked the day prior by 49 OSS/OSOS. If this

airspace is requested day-of, Albuquerque center requires 30 minutes lead time if the time requested is within the published hours of operation [for the military operating areas (MOA) – Sunrise to Sunset]. If requested airspace time is not within the published hours of operation, a lead time of 2 hours and 30 minutes is required.

2.9.1. Holloman AFB has multiple published Certificates of Authorization (COA) giving MQ-1 and MQ-9 aircraft stationed at the base access to Albuquerque controlled airspace outside of local restricted airspace. COAs are available for MQ-1 and MQ-9 aircraft access into the Valmont Air Traffic Control Assigned Airspace (ATCAA) and Wiley East ATCAA, which can be scheduled and activated upon request to 49 OSS/OSOS.

2.9.2. Special Use Airspace Denial. If Albuquerque denies or restricts a scheduling request of Holloman AFB managed airspace, 49 OSS/OSOS may initiate a report (Attachment 3) submitted to the Airspace Manager (49 OSS/OSOP). If the denial occurs during mission execution, scheduling will request the affected unit file a denial report. 49 OSS/OSOP will document and track denial reports for trends and report to HQ ACC/A3AA.

2.10. WSMR Controlled Airspace. 49 OSS/OSOS monitors a forecast for restrictions in WSMR airspace 14 days prior to execution, and after this time, changes to restrictions should be minimal. Due to the nature of test missions, last minute changes are possible, and in these situations, WSMR test missions may take priority over previously scheduled airspace users. If a change occurs inside of 14 days, WSMR is responsible for notifying 49 OSS/OSOS, IAW the *WSMR, 49WG and 56FW MOU* (3 Sep 2014). 49 OSS/OSOS will notify the affected users as soon as possible.

2.10.1. Certain portions of WSMR controlled airspace require 12 hour advance notification to Albuquerque ARTCC for activation. Therefore, day-of CSE airspace change requests from units to add WSMR airspace may not always be possible.

2.11. Ft Bliss Controlled Airspace. 49 OSS/OSOS monitors a forecast for restrictions in Ft Bliss airspace 30 days prior to execution. The Centennial Fly Area (CFA) portion of R-5103 airspace is released by Ft Bliss scheduling to 49 OSS/OSOS to allow scheduling of Centennial range.

2.12. Unused Airspace. If airspace is scheduled and will not be used, the training unit must inform the JTTOC and/or 49 OSS/OSOS as soon as possible so that the airspace may be released for use by another agency. 49 OSS/OSOS will return airspace to the National Airspace System by calling Albuquerque center as soon as it is determined that the airspace is no longer needed.

2.13. Airspace Co-sharing. Air Combat Command (ACC) units require “exclusive use” in ACC managed airspace. Exclusive use of airspace means that only participating aircraft engaging in the same mission or activity are authorized to operate simultaneously within a specified airspace. This does not prohibit 49 OSS/OSOS from segregating separate missions and/or activities through airspace subdivisions or altitude blocks to more efficiently support mission requirements.

2.13.1. If a training unit (requester) wants to use airspace already scheduled by another unit (owning unit), the requester is required to coordinate approval with the owning unit and inform 49 OSS/OSOS to make changes to CSE. If the requesting/owning units intend to co-share the airspace, 49 OSS/OSOS must be notified and a “concurrent-with” (CCW) comment must be listed in CSE (i.e. 311 FS CCW GAF).

2.13.2. If two units are listed as CCW in CSE, it is the owning and requesting units’ responsibility to develop a mutually acceptable de-confliction plan.

2.14. Scheduling of Ranges. Holloman AFB manages three ACC operated air-to-ground ranges: Oscura, Red Rio, and Centennial. 49 OSS/OSOS is the scheduling authority for these ranges. Prioritization of range scheduling is located in paragraph 2.8.3.

2.14.1. Training units scheduling one of these ranges must adhere to AFI 13-212V1, *Range Planning and Operations*.

2.14.2. Any non-local range user must receive a briefing from the Range Management Office (RMO) prior to entering a range.

2.14.3. In addition to scheduling a range “hot,” live munitions must be listed in CSE to ensure the Range Operations Center (ROC) is scheduled and available to support the mission. A post-flight live coordination sheet must also be emailed or faxed to the ROC in accordance with AFI 13-212 ADDENDA-A, *Holloman Primary Training Ranges*.

2.14.4. The ROC will normally be scheduled with any range activity and is manned in accordance with standard operating hours. These hours of operations can be found on the CSE home page or in AFI 13-212 ADDENDA-A, *Holloman Primary Training Ranges*. ROC hours can be adjusted with prior coordination.

2.14.4.1. ROC support is required for target scoring, live drops, or Joint Terminal Attack Controllers (JTAC) support.

2.14.4.2. On Fridays, ROC hours are reduced. Prior coordination is required if additional support is needed.

2.14.5. Centennial range will normally close at 1300L each Friday, in order to provide local ranchers access to nearby land. These hours may be extended with 14-day prior coordination. Bureau of Land Management (BLM) has final approval authority for hours after 1300L on Friday and weekend extensions.

2.14.6. Class A Range: Oscura range is the primary Class A range for Holloman AFB. Oscura Class A operations schedule can be found on the CSE home page. The range is located within restricted airspace and aircrew must not descend below 500’ Above Ground Level (AGL) while the range is manned unless cleared by the Range Control Officer (RCO). The status of Oscura range may be confirmed by contacting the ROC. Centennial range may also be used Class A with prior coordination with the RMO.

2.15. Scheduling Ground Parties.

2.15.1. 49 OSS/OSOS may schedule range management personnel on Holloman AFB operated ranges at the request of the RMO. If a range is requested during the fly window of a Holloman AFB primary training unit, that unit will be coordinated with prior to scheduling the event. The standard de-confliction altitude will be 3000’ AGL, unless a lower altitude is coordinated with the ground party.

2.15.2. 49 OSS/OSOS will plan a minimum of 30 minutes for ground parties to transit from the gate to the Observation Positions (OP). During the transit time, the range will be scheduled “cold.” The same criteria will apply when ground parties exit the range.

2.15.3. To schedule a JTAC, the sponsoring training unit will submit a completed “JTAC Coordination” sheet (Attachment 4) NLT COB 3 duty days prior to the mission. On a case-by-case basis, requests may be accommodated on a shorter timeline. This determination is

made on the basis of 49 OSS/OSOS manpower availability and level of coordination already completed.

2.15.3.1. The requesting training unit begins the process by coordinating directly with a JTAC unit. After a unit agrees to support, the requester will fill out the coordination sheet with flying unit information, ground unit information, and range information. Finally, the requester will email the coordination sheet to 49 OSS/OSOS with any additional coordination emails attached.

2.15.3.2. Once the coordination sheet is received, 49 OSS/OSOS will call the ground unit to confirm their support. Once a confirmation is received, 49 OSS/OSOS will schedule the request in CSE.

2.15.3.3. If JTAC transit times exceed the requesting unit's airspace times, the requesting unit must coordinate with other unit's as necessary to confirm they accept a range cold during their airspace time.

2.15.3.4. A separate "JTAC Coordination" sheet must be completed for each airspace window.

2.16. Military Training Routes (MTR). 49 OSS/OSOS is the scheduling authority for Instrument Route (IR) 133/142, IR 134/195, IR 192/194, and Visual Route (VR) 176.

2.16.1. In accordance with Area Planning/1B, 24 hours advance notice is required for scheduling MTRs; however, a shorter timeline may be achieved if Albuquerque ARTCC can accommodate.

2.16.2. If a route needs to be closed, 49 OSS/OSOP will notify 49 OSS/OSOS, who will notify scheduled units, Base Operations, and Albuquerque ARTCC.

2.16.3. Holloman AFB assigned pilots must review the local MTR brief prior to operating on low-level routes.

2.16.4. Non-Holloman AFB assigned pilots require a briefing from 49 OSS/OSOP prior to operating on low-level routes.

Chapter 3

AIR REFUELING

3.1. General. 49 OSS/OSOS manages air refueling requests for Holloman AFB primary flying units. This section identifies a standardized system which fulfills required procedures and timelines identified IAW AFI 11-221, *Air Refueling Management (KC-10 and KC-135)*. Each unit is required to submit requests via email to 49 OSS/OSOS. Requests will include the following items: unit, date, air refueling control time (ARCT), air refueling track, amount of airspace time at the air refueling track, number of receivers, total offload, any special requirements, and flexibility of the request. 49 OSS/OSOS is responsible for entering all received information into the Air Refueling Scheduling Tool (ARST).

3.1.1. ARST. The most current guidance for scheduling tankers is located at the ARST home page, which is a module of the Mobility Air Forces Operations (MAF Ops) webpage. MAF Ops can be found through the AF portal, via the Air Mobility Command (AMC) page. Units are encouraged to request access, which will allow them to view requests and search for available tanker assets.

3.2. Monthly. Units can make/update air refueling requests for the next month at the monthly “Range Wars” meeting, or they can email additional requests to 49 OSS/OSOS at any time. 49 OSS/OSOS will input or update existing requests as required. The best chance of gaining tanker support is to input requests NLT 30 days prior. Requests inside of 14 days will have almost no chance of being filled.

3.3. Weekly. Each Thursday, 49 OSS/OSOS will display a summary of all requested and scheduled tanker activity at the weekly scheduling meeting.

3.4. Unit-to-Unit Tanker Coordination. Most recent ARST guidance acknowledges the usefulness of direct unit-to-unit tanker scheduling and encourages receivers to increase the level of communication with nearby tanker units. Holloman AFB units are encouraged to call tanker units and self-schedule tanker support. Due to large amounts of changes associated with long-range scheduling, “Range Wars” tanker scheduling may not be the most accurate, and as a result, changing requests in ARST may result in lost support or unfilled requests. The best chance of success is for units to provide “Range War” inputs as best they can, then call tanker units on their own to fill short-range requirements. If a training unit self-schedules a tanker, they must inform 49 OSS/OSOS, who will complete the tanker scheduling process.

3.5. Confirmed Tanker Support. Once 49 OSS/OSOS receives confirmation of tanker support, they will complete a “Tanker Coordination” sheet (Attachment 6) and email a copy to the requesting unit. 49 OSS/OSOS will also update the tanker activity tracker and brief the status at the weekly scheduling meeting. One week prior, requesting units are encouraged to call the tanker unit to confirm support and get their tanker’s call sign.

3.6. Changes/Delays/Cancellations. Receiver delays or cancellations must be coordinated with 49 OSS/OSOS as soon as possible so the tanker agency can be notified. Cancellations within 24 hours of execution require units to contact the tankers directly and 49 OSS/OSOS.

Chapter 4

ADDITIONAL SCHEDULING ACTIVITIES

4.1. Off-Station Unit Airspace Scheduling. Wing scheduling makes every effort to utilize the airspace as efficiently as possible. This includes working off-station users into the airspace as available. Holloman AFB policy is that assigned units are the primary airspace and range users and external user requests will be accommodated on a non-interference basis. Off-station users must fax or e-mail requests to 49 OSS/OSOS at least 1 week prior to be incorporated into the weekly flow with Holloman AFB flying units.

4.1.1. Holloman AFB units hosting TDY units are responsible for ensuring they follow all local procedures and complete the appropriate “Visiting Unit” checklist from 49 WG/XP (UDG_49WG_PlansandPrograms@us.af.mil). External units requesting airspace must also receive a current local area brief provided by the hosting unit.

4.2. Flying Hour Program. 49 WG flying units must upload their executed flying hours each day to the 49 OSS/OSOS SharePoint. 49 OSS/OSOS will consolidate this data and forward to ACC by the 10th of each month.

4.3. FCF/OCF Flights. Functional Check Flight (FCF)/Operational Check Flight (OCF) flights conducted by locally assigned units must be coordinated through the unit’s respective Group Commander (49 OG/CC, 96 TG/CC, 54 FG/CC). Off-station visiting units requiring conduct of a FCF/OCF will coordinate through the 49 OG/CC. After Group Commander approval, the airspace will be requested through normal processes through 49 OSS/OSOS. FCF/OCF flights will be clearly annotated on the 49 WG Schedule.

4.4. Airfield Hours of Operation. Standard operating hours are published in DoD Flight Information Publication (FLIP) and amended by local Notice to Airmen (NOTAM). If a unit requires a change to these standard hours, they must contact 49 OSS/OSOS and complete an “Airfield Hours Change” form (Attachment 5). Once complete, return the form to 49 OSS/OSOS who will request approval from the 49 OG/CC.

4.5. Quiet Hours. ACC quiet hours for Holloman AFB are scheduled from 2230-0600L daily IAW HAFBI 11-250, *Airfield Operations Instruction*. This restriction does not apply to Holloman AFB primary flying units and hosted units participating in scheduled local flying exercises and test missions. Non-local units requesting to deviate from quiet hour times must be approved by the 49 OG/CC. This request should be made at least 1 week prior at the weekly scheduling meeting.

4.5.1. Holloman AFB units desiring quiet hours for special functions must submit a request through 49 OSS/OSOS NLT 2 weeks prior to the event. Quiet hours duration will comply with current 49 OG policies. Event project officers should contact 49 OSS/OSOS for the best time for the event based on the forecast flying schedule.

4.5.2. 49 OSS/OSOS will notify units and Airfield Management of quiet hours NLT 1 week prior to the event.

ERIC K. HENDRICKSON, Lt Col, USAF
49 OSS Commander

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

AFPD 11-1, *Flying-Hour Program*, 10 August 2004

AFI11-221, *Air Refueling Management (KC-10 and KC-135)*, 1 November 1995

AFI 13-212V1, *Range Planning and Operations*, 23 April 2015

AFI 13-212 ADDENDA-A, *Holloman Primary Training Ranges*, 15 March 2011

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

Holloman AFB Instruction 11-250, *Airfield Operations Instruction*, 10 August 2012

White Sands, 49 WG, & 46 TG Letter of Agreement on Scheduling, Monitoring of WSMR Restricted Airspace, 30 Nov 2005

White Sands, 49 WG & 56 FW Memorandum of Understanding, De-confliction, Scheduling and Execution of Air Force Training Missions at WSMR, 3 Sep 2014

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

7 ASOS—7th Air Support Operations Squadron

49 MXG—49th Maintenance Group

49 OG—49th Operations Group

49 OG/CC—49th Operations Group Commander

49 OSS/OSOP—Holloman AFB Airspace Manager

49 OSS/OSOS—49th Operation Support Squadron “Wing Scheduling”

49 WG—49th Wing

49 WG/XP—49th Wing Plans and Programs

54 FG—54th Fighter Group

82 ATRS—82nd Aerial Target Squadron

96 TG—96th Test Group

ACC—Air Combat Command

ACT—Air Combat Tactics

AFB—Air Force Base

AFRIMS—Air Force Records Information Management System

AGL—Above Ground Level

AMC—Air Mobility Command

AR—Air Refueling
ARCT—Air Refueling Control Time
ARST—Air Refueling Scheduling Tool
ARTCC—Air Route Traffic Control Center
ATCAA—Air Traffic Control Center
BLM—Bureau of Land Management
CCW—Concurrent With
CFA—Centennial Fly Area
COA—Certificate of Authorization
COB—Close of Business
CSE—Center Scheduling Enterprise
DO—Director of Operations
FCF—Functional Check Flight
FLIP—Flight Information Publication
FWIC—Fighter Weapons Instructor Course
GAF—German Air Force
HQ—Headquarters
IAW—In Accordance With
IR—Instrument Route
JTAC—Joint Terminal Attack Controller
JTTOC—Joint Test and Training Operations Cell
LFE—Large Force Exercise
MAF Ops—Mobility Air Forces Operations
MOA—Military Operating Area
MOU—Memorandum of Understanding
MTR—Military Training Route
NLT—No Later Than
NOTAM—Notice to Airmen
OCF—Operational Check Flight
OP—Observation Positions
OPR—Office of Primary Responsibility
OPSAT—Opposed Surface Attack
POC—Point of Contact

RCO—Range Control Officer

RDS—Records Disposition Schedule

RMO—Range Management Office

ROC—Range Operations Center

SOF—Supervisor of Flying

TDY—Temporary Duty

UHF— Ultra High Frequency

VR—Visual Route

WSMR—White Sands Missile Range

Attachment 2**AIRSPACE AND RANGES SCHEDULED BY 49 OSS/OSOS**

A2.1. 49 OSS/OSOS is a scheduling agency for the following airspace and ranges:

A2.1.1. Airspace:

- Beak (MOA/ATCAA)
- Centennial Fly Area (associated with R5103B/C)
- Dona (associated with R5107A/K)
- Lava (associated with R5107B/D)
- McGregor (associated with R5103B/C)
- Mesa (associated with R5107C/H)
- R5107E
- R5111
- Talons (MOA/ATCAA)
- Valentine (MOA/ATCAA)
- Valmont (ATCAA)
- Wiley East (ATCAA)
- Yonder (associated with R5107B/D)

A2.1.2. Air-to-Ground Ranges:

- Centennial (associated with Centennial Fly Area airspace)
- Oscura (associated with Lava's airspace)
- Red Rio (associated with Lava's airspace)

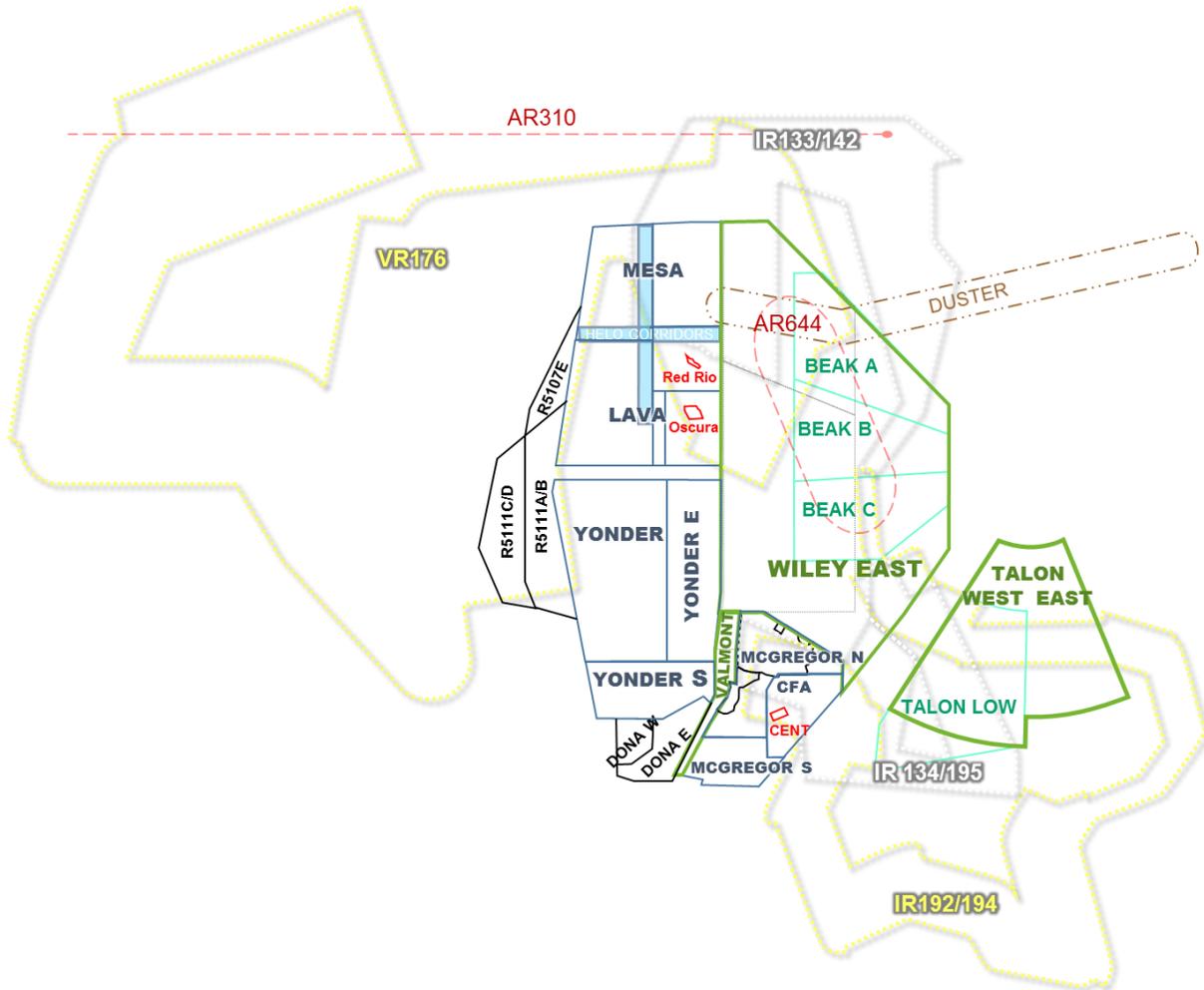
A2.1.3. Military Training Routes (MTRs):

- IR 133/142
- IR 134/195
- IR 192/194
- VR 176

A2.1.4. Air Refueling Tracks:

- AR-121
- AR-310
- AR-644
- AR-652

A2.1.5. Visual display of 49 OSS/OSOS scheduled airspace and ranges:



Attachment 3

AIRSPACE DENIAL REPORT

Figure A3.1. Airspace Denial Report.

Air Force Airspace Denial Report

| MISSION INFORMATION | | | |
|---|---|--|---|
| Name of Airspace: | | Call Sign: | |
| Affected Wing & Squadron: | | Date of Incident: | |
| Type A/C & Tail #: | | Mission Type: | |
| ATC Controlling Agency: | | | |
| Select As Applicable | | | |
| Airspace Was: | <input type="checkbox"/> Denied | <input type="checkbox"/> Time Limited | <input type="checkbox"/> Altitude Limited <input type="checkbox"/> Boundary Limited |
| AREA INFORMATION | SCHEDULED | DENIED // LIMITED // N/A <i>(If Limited, enter what you were given)</i> | |
| TIME (Zulu) | | | |
| ALTITUDE (MSL/AGL) | | | |
| BOUNDARY | | | |
| Were Operational/Training Objectives Accomplished? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Will the Mission Have to be Reflown to Meet Mission Objectives? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| POC: | | Phone: | |
| Signature: |  | Date: | |
| AIRSPACE MANAGER | | | |
| Airspace Manager: | | | |
| Scheduling Agency For Airspace: | | | |
| Comments (include FAA reason for denial/limitation): | | | |
| Airspace Manager: | | Date: | |
| Actions: | | | |
| Signature: |  | Date: | |

Attachment 4

JTAC COORDINATION SHEET

Figure A4.1. JTAC Coordination Sheet.

49 Wing Scheduling
 JTAC Scheduling Form
 Holloman AFB, NM
 Comm: (575) 572-3536
49OSS.OSOS.OPS.SCHEDULING@HOLLOMAN.AF.MIL

DSN: 572-3536 Fax: 572-3139

ALL TIMES LOCAL

| REQUESTING UNIT | | | |
|-----------------|--|--------|--|
| POC: | | Unit: | |
| Date Submitted: | | Phone: | |

| RANGE INFORMATION | | | |
|--------------------------|--|---------------------------------|--|
| Event Date: | | Ground Range | |
| Total Range Time: | <input type="checkbox"/> COLD <input type="checkbox"/> HOT | Hot Time | |
| Munitions Type: | | HE/HEI <input type="checkbox"/> | INERT <input type="checkbox"/> LASER <input type="checkbox"/> SCORING <input type="checkbox"/> |

TOTAL RANGE TIME is the time of JTAC range entry to range exit.
 Standard transit time to/from range requires 30 minutes "cold" before/after CAS training

| FLYING UNIT | | | |
|---------------------|--|-----------------------|--|
| POC / Unit: | | Phone: | |
| Aircraft: # & Type: | | Airspace Time: | |
| Call Signs: | | | |

AIRSPACE TIME is the time a squadron "owns" in CSE

| JTAC UNIT | | | |
|--|-------------------|-----------------|-----------------------------------|
| Non-Local Units Require Range Pre-brief Before Mission Execution Team chief must contact range management office at DSN 572-5088 or 5074 for briefing | | | |
| POC / Unit: | | Phone: | |
| Call Signs: | | Freq: | |
| Special Requirements | | | |
| If TOTAL RANGE TIME exceeds AIRSPACE TIME, conflicting unit's initials are needed | | | |
| | JTAC Transit Time | Conflict? (Y/N) | Conflicting Unit? Unit's Initials |
| ENTRY | | | |
| EXIT | | | |

| COMMENTS |
|----------|
| |

Attachment 5

AIRFIELD HOURS CHANGE FORM

Figure A5.1. Airfield Hours Change Form.

| | | |
|--|-------------------------------------|---------------------|
| UNCLASSIFIED | <i>Holloman AFB</i> | UNCLASSIFIED |
| AIRFIELD OPERATING HOURS MODIFICATION | | |
| <i>Taxiway/ Runway/ Apron/ Aerodrome</i> | | |
| CHECKLIST OPENED: DATE : _____ TIME: _____ INITIALS : | | |
| PURPOSE: To establish procedures for notification and handling of extensions to published airfield hours. | | |
| REFERENCE: HAFBI 11-250, paragraph 2.20.1 ATC Facilities | | |
| PROCEDURES: The requesting unit's DO must complete and submit this checklist NLT 14 days prior to the affected date | | |
| Date(s) and Time(s) of Extension: _____ | | |
| *Compensated Closing Time of Equivalent Length/Type: _____ | | |
| * Note: Any airfield hours extension must be accompanied with an additional closure time of equal length and type to replenish the airfield hours, ie: extending airfield operations 3 hours for fighter a/c must be accompanied by a 3 hour closure where fighters would have been supported (manning is different for RPA only and fighter operations) | | |
| Approval is required from the following agencies, if approved annotate the full name of each POC: | | |
| 1. | 49 OSS/DO (x7421) | _____ |
| 2. | 586 FLTS/DO (x1222) (x1201) (x1229) | _____ |
| 3. | 586 DET 1 – At WSMR, contact both | |
| | a 586 FLTS DET 1/CC (258-1251) | _____ |
| | b 586 FLTS DET 1/DO (258-1253) | _____ |
| 4. | 82 ATRS/DO (x5386) | _____ |
| 5. | GAF/DO (x2745) | _____ |
| 6. | Aero Club (x3752) | _____ |
| 7. | Army Air (99-679-1315) | _____ |
| 8. | 9 ATKS/DO (x4072) | _____ |
| 9. | 29 AKTS/DO (x5081) | _____ |
| 10. | 6 RS/DO (x6972) | _____ |
| 11. | M-1 (x3500) | _____ |
| 12. | 311 FS/DO (x8028) | _____ |
| 13. | 314 FS/DO (x4485) | _____ |
| Email direct to 49 OSS/DO when notifications/concurrences are complete | | |

Attachment 6

TANKER COORDINATION SHEET

Figure A6.1. Tanker Coordination Sheet.

| AIR REFUELING CONFIRMATION SHEET | | | | |
|----------------------------------|--|-------------------------------------|------------|------|
| DATE OF MISSION (LOCAL) | | SEQUENCE | | |
| DATE OF MISSION (ZULU) | | COORDINATION | | |
| REFUELING TRACK | | TWO-WEEK PRIOR COORDINATION | TANKER POC | |
| TANKER (NO/TYPE) | | | OPS POC | |
| TANKER UNIT/BASE | | | DATE/TIME | |
| TANKER POC (NAME) | | ONE-WEEK PRIOR COORDINATION | TANKER POC | |
| PHONE NUMBER (DSN) | | | OPS POC | |
| TANKER CALLSIGN | | | DATE/TIME | |
| RECEIVER (NO/TYPE) | | ONE-DAY PRIOR COORDINATION | TANKER POC | |
| RECEIVER SQUADRON | | | OPS POC | |
| RECEIVER CALLSIGN | | | DATE/TIME | |
| OFFLOAD TO EACH RECEIVER | | REMARKS: | | |
| TOTAL OFFLOAD | | | | |
| ENTRY TIME | | CNX BY | | DATE |
| ARCT (L/Z) | | POC (NAME) | | TIME |
| EXIT TIME | | REASON: | | |
| BLOCKED ALTITUDE | | WING SCHEDULING POC (DSN: 572-3536) | | |
| FLIGHT LEVEL | | | | |
| TACAN (RECEIVER / TANKER) | | | | |
| UHF (PRIMARY/SECOND) | | | | |