

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND
INSTRUCTION 10-210**

28 NOVEMBER 2022

Operations

STAGE MANAGEMENT OPERATIONS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-21, *Rapid Global Mobility*, and is a compilation of authoritative guidance and direction to both enable and manage Aircrew Stage Operations. This instruction does not discuss Aeromedical Evacuation (AE) mission capabilities, AE crew and Critical Care Air Transport Team (CCATT) considerations, or planning factors relative to AE mission execution. This publication applies to all DAF civilian employees, uniformed members of the Regular Air Force, those with a contractual obligation to abide by the terms of AMC issuances, and Air Force Reserve/Air National Guard personnel activated under Title 10 to support AMC Stage Management Operations. This publication does not apply to the United States Space Force. This publication may not be supplemented or further implemented/extended. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. The authorities to waive wing, unit, delta, or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. See DAFMAN90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers.

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Specifically, roles and responsibilities have been clarified and the content has been separated to authoritative guidance (this publication) and a SharePoint® Online site containing dynamic content (checklists and report templates).

1. General Information.

1.1. Overview.

1.1.1. This instruction is directive for management of AMC Aircrew Stage Operations. Each aircrew stage operation will be built using the basic principles and components prescribed within this instruction, to include processes and tools that are flexibly tailored to meet each operation's unique mission/flow requirements.

1.1.2. In an effort to ensure Stage Managers have access to the latest available procedures and checklists, all dynamic content associated with this instruction has been transitioned to a HQ AMC Stage Management SharePoint® Online site for review and download. This instruction must be used in conjunction with SharePoint® in order to access all stage management content. The site can be accessed at: <https://usaf.dps.mil/sites/AMC-A3C/AMC Stage Mgmt>.

1.1.3. Mission requirements and the scope of the operation may necessitate additional expertise at an aircrew stage location, such as Intelligence, Tactics, Aircrew Flight Equipment (AFE), Squadron Aviation Resource Management (SARM), and/or Combat Crew Communications (CCC). Specific guidance for those additional capabilities is not contained within this instruction.

1.2. Unit commanders and agency directors involved with or supporting aircrew stage operations shall make current copies of this instruction available to appropriate personnel and ensure that unit-level SharePoint®/web homepages contain an easily identifiable shortcut/link to the HQ AMC Stage Management SharePoint® Online site specified in para 1.1.2.

1.3. Keywords Explained.

1.3.1. Aircrew Stage. A temporary requirement where prepositioned aircrews are "staged" at a pre-determined location in order to maximize enterprise throughput and increase the mission velocity of inter/intra-theater airlift. Command Posts/Air Mobility Control Centers (CPs/AMCCs) and Contingency Response Force can normally manage aircrew stages of four crews or fewer. For aircrew stages of more than four crews, or when crew management by a CP/AMCC/Contingency Response Force is not possible without augmentation, a deliberate stage management capability is put in place.

1.3.2. Stage Manager. A Stage Manager is an onsite representative of the 618th Air Operations Center (AOC) who directly interfaces with aircrews at a designated aircrew stage location. The duties of a Stage Manager include, but are not necessarily limited to:

Coordinating with 618 AOC to establish stage crew priority and posture, setting Legal for Alert (LFA) times, arranging aircrew transportation to/from lodging or other facilities, briefing aircrews, and assisting aircrew members with obtaining other mission required ground support services. A Stage Manager is also responsible for recording, compiling, and reporting aircrew related information to 618 AOC via the Operating Location Stage Report. Refer to **Chapter 4** for additional responsibilities.

1.3.3. Senior Stage Manager (SSM). When more than one Stage Manager is deployed to a location, an SSM is appointed. The SSM is the focal point for all AMC Stage operations at the designated operating location, and is responsible for all AMC Stage Managers conducting AMC Aircrew Stage Operations at that location.

1.4. Roles and Responsibilities.

1.4.1. HQ AMC/A3C, the Command and Control (C2) Operations Division, serves as the Office of Primary Responsibility (OPR) for this instruction.

1.4.2. The HQ AMC Air Force Forces (AFFOR) Staff performs operational planning and sources/tasks AMC units to provide AMC Stage Managers/SSMs. See **Chapter 3** for additional responsibilities of the HQ AMC AFFOR Staff.

1.4.3. 618 AOC performs tactical planning, directs and monitors AMC missions in execution, and serves as the focal point for all active AMC stage locations. See Chapters **3** and **4** for additional responsibilities of 618 AOC.

1.4.4. Stage Manager/SSM responsibilities are detailed throughout this instruction.

1.5. Deviations and Waivers.

1.5.1. The waiver authority for this instruction is HQ AMC/A3/10. Inquiries into the waiver process should begin with HQ AMC/A3C.

1.5.2. Personnel involved with executing this instruction should exercise sound judgment and limit deviations to instances where compliance is required with applicable higher echelon publications, Mission Design Series (MDS) specific guidance, authoritative task/operational orders, or the intent of the properly designated commander. When conflicting guidance cannot be resolved at the onsite location, immediately elevate to 618 AOC for resolution.

2. Training and Certification.

2.1. **Mandatory.** Prior to deploying as an AMC Aircrew Stage Manager, each individual must complete the AMC Stage Management course, available online within the Air Mobility Command-AMC Operational Level subcategory of the Air Force My Learning web site.

2.2. **Optional.** Stage Managers may wish to schedule a unit-funded orientation/site visit to HQ AMC and 618 AOC before their initial deployment. HQ AMC/A3C will serve as the primary point of contact to facilitate the visit.

2.3. Specific to Rated Aircrew Personnel.

2.3.1. As adequate opportunity may not exist for active aircrew members to maintain flying currency when assigned to aircrew stage management duties, all rated personnel performing stage management duties in excess of 90 days will be assigned Flying Status

Code (FSC) K (Inactive-Lack of Support Capability-Restricted) IAW DAFMAN 11-401, *Aviation Management*.

2.3.2. When assigned an FSC K, rated Stage Managers are not authorized to fly on aircrew orders. FSC K assignment for the period of deployment is eligible for Operational Flying Duty Accumulation (OFDA) waiver consideration.

3. Pre-Deployment.

3.1. Establishing a Requirement for an Aircrew Stage.

3.1.1. AMC, as the air component to United States Transportation Command (USTRANSCOM), receives passenger/cargo transportation requirements that have been directed or validated by the Commander, USTRANSCOM (CDRUSTRANSCOM) to move by air.

3.1.2. When air movement requirements are received, the HQ AMC AFFOR Staff, as the lead for AMC's crisis response and contingency planning efforts, convenes a series of operational planning teams comprised of subject matter experts from the HQ AMC staff and 618 AOC. On behalf of the Commander, Air Force Forces (COMAFFOR), these teams evaluate the transportation requirements and make a determination of how to set the Air Mobility Enterprise. When the determination includes a need to maximize enterprise throughput and increase the mission velocity of inter/intra-theater airlift, it generates a demand for an Aircrew Stage Operation.

3.2. Planning an Aircrew Stage Operation.

3.2.1. The HQ AMC AFFOR Staff, on behalf of the COMAFFOR and in coordination with 618 AOC, determines the criteria to establish and "right size" an aircrew stage operation: Start date, expected duration, location, projected airflow, seed crew calculation, alert posture, SRT/crew cycle time, aircrew composition (basic vs. augmented), and aircraft/crew positioning/de-positioning.

3.2.2. Although the initial arrival duties of a Stage Manager include finalizing all onsite coordination, planners must ensure the demands placed on an arriving Stage Manager are minimal. In addition to the necessary infrastructure to receive, service, and generate aircraft, AFFOR Staff planners must initiate coordination to secure a sufficient stage management infrastructure. A planning checklist is available at the HQ AMC Stage Management SharePoint® Online site for review and download. The site can be accessed at: https://usaf.dps.mil/sites/AMC-A3C/AMC_Stage_Mgmt.

3.2.3. Before aircrews or stage managers are sourced, the HQ AMC AFFOR Staff must determine the command relationships (COMREL) structure, coordinate with all stakeholders, and codify it within an AMC deployment order (DEPOD) or equivalent authoritative document. Although it is understood that deploying AMC Forces, to include stage management personnel, remain under the operational control (OPCON) of AMC/CC and 618 AOC/CC exercises Tactical Control (TACON) of these forces, a more granular level of COMREL must be specified in order for stage managers to understand their chain of command and effectively coordinate/navigate the needs of an aircrew stage operation with local/host personnel. Prior to deployment, an AMC Stage Manager must be provided

a clear description of “who works for whom” at the stage location, to include any subsequent updates to the initial COMREL.

3.2.4. Although rapidly developing mission requirements may dictate that aircrew stage managers and aircrews arrive simultaneously, every attempt must be made to ensure the arrival of aircrews to seed the stage is delayed until stage management support is in-place. Simultaneous arrival places considerable stress on stage managers as they attempt to establish a work area, finalize the coordination initiated by the pre-deployment planners, and receive stage crew priority and posture and Legal for Alert (LFA) requirements from 618 AOC. If simultaneous arrival is unavoidable, 618 AOC should be prepared to initially manage the stage remotely until local preparations have been completed.

3.3. Sourcing Aircrews.

3.3.1. On behalf of the COMAFFOR, the HQ AMC AFFOR Staff allocates aircraft and aircrews for mission requirements throughout the global enterprise, which are prioritized and executed by 618 AOC. When a requirement for an aircrew stage is identified, the HQ AMC AFFOR Staff and 618 AOC coordinate to determine where within the allocation to draw aircrews and seed the aircrew stage. After seed crews have been sourced, the information should be presented to aircrew stage management personnel at the operation location as a single list, coordinated between the HQ AMC AFFOR Staff and 618 AOC. Regarding aircrews, 618 AOC should serve as the single contact point for stage management personnel.

3.3.2. In the event that an insufficient quantity of active duty aircrews are available to seed an aircrew stage, Air Reserve Component (ARC) aircrews may be activated to fulfill the requirement. To avoid unnecessary complexity at the operating location, the HQ AMC AFFOR Staff and/or 618 AOC should manage all facets of an ARC aircrew’s activation and subsequent deactivation, allowing stage management personnel to focus on managing the aircrew stage.

3.4. Sourcing Aircrew Stage Managers.

3.4.1. The HQ AMC AFFOR Staff, on behalf of the COMAFFOR and in coordination with 618 AOC, will source and task all aircrew stage management personnel and equipment; the tasking method used will be at the discretion of the AMC AFFOR Staff, but IAW established guidelines for tasking AMC Forces.

3.4.2. A member of the HQ AMC AFFOR Staff and/or 618 AOC must personally contact the tasked stage manager for each operation location and provide a pre-departure briefing (see [paragraph 3.5](#)). If the operating location will have multiple stage managers, ensure each tasked stage manager is provided the name of the SSM; likewise, the SSM must be provided a roster of subordinate stage managers. If time permits, a pre-departure conference call for the group is highly recommended.

3.5. Stage Manager Pre-Departure Briefing.

3.5.1. As an onsite representative of 618 AOC, a stage manager must completely understand their purpose and what is expected of them at the operating location. The pre-departure briefing provides a final opportunity to set expectations, clarify last minute

questions, resolve any final issues/concerns, and ensure the stage manager is properly trained and equipped before departing home station.

3.5.2. The AFFOR Staff and/or 618 AOC should make every effort to conduct a pre-departure briefing for stage managers/SSMs before they depart home station. A pre-departure briefing checklist containing the minimum topics that should be addressed is available at the HQ AMC Stage Management SharePoint® Online site for review and download. The site can be accessed at: <https://usaf.dps.mil/sites/AMC-A3C/AMC Stage Mgmt>.

3.6. Assemble a Stage Manager Continuity Binder.

3.6.1. Prior to departure, the stage manager should build a continuity binder. The continuity binder will serve as the source for the stage location “battle rhythm” and contain a repository of points of contact, checklists, reports, special interest items, and other information deemed necessary for a stage manager to successfully manage the stage location on a daily basis. All pertinent checklists and report templates have been placed on the HQ AMC Stage Management SharePoint® Online site for download. The site can be accessed at: <https://usaf.dps.mil/sites/AMC-A3C/AMC Stage Mgmt>. These products should be downloaded, placed in the continuity binder, and used to establish and maintain the battle rhythm of the stage location. Although an electronic continuity binder is often preferred, a paper-based master copy of the continuity binder should be maintained in the event of a network outage or computer failure.

3.6.2. Recommended Content.

- 3.6.2.1. A copy of this publication (AMCI 10-210).
- 3.6.2.2. Stage Location Arrival/Setup Checklist.
- 3.6.2.3. Stage Location Daily Battle Rhythm Checklist.
- 3.6.2.4. Aircrew Arrival Checklist.
- 3.6.2.5. Aircrew Departure Checklist.
- 3.6.2.6. Stage Location Departure/Teardown Checklist.
- 3.6.2.7. Stage Manager’s On-Station Report Template.
- 3.6.2.8. Daily Battle Rhythm Roster Template.
- 3.6.2.9. Daily Stage Location Report Template.
- 3.6.2.10. Aircrew Stage Brochure Template.
- 3.6.2.11. Aircrew Information Worksheet Template.
- 3.6.2.12. Stage Manager’s Off-Station Report Template.
- 3.6.2.13. Stage Manager’s After Action Report Template.
- 3.6.2.14. General Aircrew Management Guidelines (Informational).
- 3.6.2.15. Functional Area Overview Sheets (Informational).

4. Deployment.

4.1. Role of 618 AOC.

4.1.1. Unless otherwise stated within the DEPORD, 618 AOC will serve as the AMC Commander's single point of contact for the execution of aircrew stage operations and will be responsible for the tasks listed in the following subparagraphs.

4.1.1.1. Monitor airflow in relation to the stage size (number of aircrews) and identify/coordinate any adjustments with the HQ AMC AFFOR Staff.

4.1.1.2. Direct and monitor stage managers as they implement various courses of action related to their assigned stage operation. Facilitate increased mission velocity by assisting stage managers with optimizing staged aircrews for maximum efficiency.

4.1.1.3. Receive and review reports submitted by stage managers at operating stage locations; compile data to generate aircrew-related statistics/metrics reports.

4.1.1.4. Identify and coordinate the correction of improperly calculated aircrew Scheduled Return Time (SRT) and manage all SRT and Firm Scheduled Return Time (FSRT) limitations IAW AMCI 10-2102 Vol. 6, *Mission Management and Reliability Reporting System (MMRRS)*, and AMCI 11-208, *Mobility Air Forces Management*.

4.1.1.5. In coordination with the HQ AMC AFFOR Staff, interface with aircrew home station leadership when SRT/FSRT will not be met.

4.1.2. 618 AOC should assist stage managers with any deviations that may arise during an active stage operation. As stated in [para. 1.5.1](#), waivers to this instruction should be routed through HQ AMC/A3C for approval by HQ AMC/A3/10.

4.2. Role of the AMC Stage Manager.

4.2.1. As stated in [para. 1.3.2](#), a stage manager is an onsite representative of 618 AOC. Stage managers interact directly with aircrews to execute 618 AOC mission execution guidance IAW AMC policies and procedures.

4.2.2. Setup the Stage Location using the Stage Manager's Arrival/Setup Checklist and any specific guidance/instructions issued by the HQ AMC AFFOR Staff and/or 618 AOC. Ensure 618 AOC receives continual updates throughout the setup process.

4.2.3. Establish/maintain operations using the Stage Manager's Daily Battle Rhythm Checklist.

4.2.4. Develop and issue an Aircrew Stage Brochure specific to the stage location.

4.2.5. In-process Aircrews using the Stage Manager's Aircrew Arrival Checklist.

4.2.6. Out-process Aircrews using the Stage Manager's Aircrew Departure Checklist.

4.2.7. Use the Daily Stage Report Template to submit a stage location report twice a day to 618 AOC. The report tracks aircrews and aircraft transiting an en route location and will include status of each crew (Legal for Alert, Legal for Bravo, Charlie status, or DNIF), planned stage airflow, and history of crews that have departed the stage. Additional data may be required at the direction of 618 AOC.

4.2.8. Teardown the Stage Location using the Stage Manager's Departure/Teardown Checklist and any specific guidance/instructions issued by the HQ AMC AFFOR Staff and/or 618 AOC. Ensure 618 AOC receives continual updates throughout the teardown process.

4.3. Operations Security (OPSEC).

4.3.1. Adherence to established OPSEC policy and procedures must be incorporated into the daily battle rhythm of the stage location. Examples of OPSEC considerations include, but are not limited to: Handling, discussion, and transmission of aircrew/mission information; storage of personnel rosters, mission/flight data, and work schedules; and any product containing Personal Identifiable Information (PII).

4.3.2. Stage managers should identify sensitive information by consulting the AMC, 618 AOC, and Theater of Operations Critical Information Lists (CIL). Review OPSEC guidance in the CONOPS, OPORD/DEPORD, and any theater/local documentation.

4.4. Operational Risk Management (ORM).

4.4.1. ORM should be fully integrated into the planning and execution of every mission or sortie. At stage locations, aircrew stage managers will actively assess and mitigate risk for transient stage aircrews. Consult AMCI 90-903, *Aviation Operational Risk Management (AVORM) Program*, for further guidance/information.

4.4.2. MAF Mission Aviation ORM Worksheet.

4.4.2.1. Stage managers will review all applicable/known risk factors for changes and will make specific Tier 3 input on the worksheet at Block 26/27 (Hrs. Spent Legal for Alert/Alert Resets). When unable to locally mitigate risk, stage managers should seek guidance from 618 AOC.

4.4.2.2. Approval Authority (618 AOC–Planned missions). Should elevated Tier 4 (Aircrew) risk assessments necessitate additional ORM approval, signature will be sought by the aircraft commander IAW [Table 4.1](#) of AMCI 90-903.

5. Post-Deployment.

5.1. Upon return from deployment, a stage manager must submit a detailed After Action Report (AAR). At locations with an SSM, each stage manager is responsible for contributing inputs to the SSM, who will submit a single AAR on behalf of the entire team.

5.2. Timeline. Using the Stage Manager's After Action Report template, complete the AAR no later than 30-days after stage operations are completed.

5.3. Submission. IAW AFI 10-1302, *Air Force Lessons Learned Program*, upload AARs to the Joint Lessons Learned Information System (JLLIS), <https://www.jllis.mil/apps/index.cfm>. JLLIS has an email function suitable for disseminating AARs to appropriate offices, such as the 618 AOC. Contact the 618 AOC and confirm dissemination addressees.

DARREN R. COLE, Maj Gen, USAF
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Attachment 1**GLOSSARY OF REFERENCES, TERMS AND SUPPORTING INFORMATION*****References***

AFI 10-1302, *Air Force Lessons Learned Program*, 30 July 2019

AFI 10-701, *Operations Security (OPSEC)*, 24 July 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFMAN 11-202V3, *Flight Operations*, 10 January 2022

AFPD 10-21, *Rapid Global Mobility*, 25 August 2019

AMCI 10-2102V6, *Mission Management and Reliability Reporting System (MMRRS)*, 22 January 2019

AMCI 11-208, *Mobility Air Forces Management*, 08 February 2017

AMCI 90-903, *Aviation Operational Risk Management (AVORM) Program*, 04 August 2022

DAFMAN 11-401, *Aviation Management*, 27 October 2020

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAR—After Action Report

AE—Aeromedical Evacuation

AFE—Aircrew Flight Equipment

AFFOR—Air Force Forces

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

AOC—Air Operations Center

AOR—Area of Responsibility

ARC—Air Reserve Component

BOS—Base Operating Support

C2—Command and Control

CCATT—Crew and Critical Care Air Transport Team
CCC—Combat Crew Communications
CDT—Crew Duty Time
CIL—Critical Information Lists
COMAFFOR—Commander, Air Force Forces
COMSEC—Communications Security
CONOPS—Concepts of Operations
CP—Command Post
DEPORD—Deployment Order
DNIF—Duties Not Involving Flying
EAMS—Expeditionary Air Mobility Squadron
EIM—Enterprise Information Management
EOSS—Expeditionary Operations Support Squadron
FAM—Functional Area Manager
FDP—Flight Duty Period
FIFO—First In, First Out
FLIP—Flight Information Publications
FSC—Flying Status Code
FSRT—Firm Scheduled Return Time
GDSS—Global Decision Support System
HHQ—Higher Headquarters
ICAO—International Civil Aviation Organization
IFF—Identification, Friend or Foe
IFM—Integrated Flight Manager
ISS—Initial Sortie Study
LFA—Legal for Alert
LFB—Legal for Bravo
LOGDET—Logistics Detail
LZ—Landing Zone
MDS—Mission Design Series
MEP—Mission Essential Personnel
MIRD—Mobility Air Force Intelligence Reporting Directive

NOTAMS—Notices to Airmen

OFDA—Operational Flying Duty Accumulation

OPCON—Operational Control

OPORD—Operational Order

OPR—Office of Primary Responsibility

OPSEC—Operations Security

ORM—Operational Risk Management

PERSCO—Personnel Support for Contingency Operations

RAD—Risk Assessment Database

RDS—Records Disposition Schedule

SARP—Standard and Recommended Practice

SPINS—Special Instructions

SRT—Scheduled Return Time

SSM—Senior Stage Manager

TWG—Threat Working Group

UMB—Unit Mission Briefing

UPAM—Unit Program Account Manager

USTRANSCOM—United States Transportation Command

WO—Weapons Officer

WX—Weather

Terms

Bravo Alert—an increased readiness posture. An aircraft or aircrew capable of launching IAW the associated AFI 11-2MDS series V3. Crew members are given 12 hours of pre-standby crew rest. Crews are legal for alert after pre-standby crew rest. Pre-flight duties, if required, interrupt crew rest. A crew will not stay on Bravo standby duty for more than 48 hours. After 48 hours, the crew must be launched, released, or entered into pre-departure crew rest.

Charlie Alert—this is the lowest readiness posture. An identified aircrew capable of entering crew rest IAW the associated AFI 11-2MDS series V3. Charlie alert will not exceed 72 hours. If retained for a 72-hour period, crew members will be released for 12 hours before resuming Charlie standby force duty, entering crew rest for mission, or entering the 12 hours of pre-standby crew rest for Bravo standby force duty.

Closed Loop System—locations served by extended SRT aircrews. The closed loop system is primarily intra-theater in nature encompassing multimodal/strategic trans-load operations or Expeditionary Airlift Squadron/Theater Direct Delivery missions.

Crew Duty Time (CDT)—period of time aircrew may perform combined ground/flight duties. Plan the mission so aircrew members may complete post-mission duties within maximum CDT. See AFI 11-2MDS series V3 for maximum times.

Firm Scheduled Return Time (FSRT)—for active duty stage crews is SRT plus 48 hours. FSRT for ANG and AFRC not on long term military personnel appropriation (MPA) orders is defined as SRT plus 24 hours.

Flight Duty Period (FDP)—time period between mission reporting and final aircraft shutdown. See AFI 11-2MDS series V3 for maximum times.

Legal for Alert (LFA)—all aspects of an upcoming mission (i.e. aircrew, aircraft, receiver, maintenance, cargo, weather, diplomatic clearance, etc.) are or will be ready for a scheduled launch and the crew has been notified. The LFA is based on scheduled alert time and is different for each MDS. Refer to AFI 11-2MDS series for specific times.

Open Loop System—Originating from the Continental U.S. (CONUS) and flying through an en route stage location before returning to CONUS. Open loop system is primarily inter-theater in nature.

Scheduled Return Time (SRT)—calculated based on initial Zulu-day departure from home station. Reference OPOD guidance.

Seed Crew Calculation—a method for determining the appropriate number of seed crews is to multiply the anticipated missions per day by a numerical factor based on historical crew utilization. The most commonly used factors are 0.6, 0.7, and 0.8. The 0.6 factor has been used during times of stable, predictable mission flow. The 0.7 factor is commonly used to account for minor or temporary flow disruptions. Use a factor of 0.8 for large, variable mission flows or when missions routinely require augmentation or maximum crew duty days. If the result is a decimal, always round up.

Seed Crews—Aircrews that are used to populate an aircrew stage location. The number of required aircrews is established by 618 AOC based on the Seed Crew Calculation.