This publication implements Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management* and AFI 21-201, *Munitions Management*. This instruction establishes 412th Test Wing (412 TW) procedures for scheduling aircraft, air and/or ground support and/or resources at Edwards AFB (EAFB). It prescribes policies and functional responsibilities and applies to all personnel authorized to use 412 TW resources. It applies to all EAFB units and detachments regardless of their operating location. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Request for waivers must be processed through command channels to the publication OPR for consideration. Air Force personnel must ensure any information/records to be provided outside official DoD channels, including foreign nationals, must be released in accordance with the provisions of AFI 35-102, *Security and Policy Review Process*, and have the approval of the proper release authority. If a written request for DoD records has been made by any person, organization, business, except a Federal Agency, that either explicitly or implicitly invokes the Freedom of Information Act (FOIA), it must be processed by the local FOIA Requester Service Center.
SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Revised Scheduling agencies roles and responsibilities. Updates to Scheduling Process Timelines. Updates to the AF 2407, Schedule Change Process.

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1. Roles and Responsibilities.

1.1. **Overview.** This publication establishes guidance and procedures for coordinating and scheduling 412th Test Wing (412 TW) flying resources.

1.2. **Communication.** Communication is the key to effective scheduling. Due to the dynamic nature of Developmental/Operational Flight Test, flying operations at Edwards Air Force Base do not always have the predictive nature of other flying operations. However, units must strive to plan and schedule their requirements properly to ensure efficient use of resources.

1.3. 412th Test Wing Commander (412 TW/CC) sets overall wing priorities.

1.4. 412th Operations Group Commander (412 OG/CC) and 412th Maintenance Group Commander (412 MXG/CC), set scheduling policies and timelines, and adjust TW program priorities on a weekly basis. In the absence of the 412 OG/CC, all decisions can be made by the Flight Operations Authority (FOA). In the absence of the 412 MXG/CC, all decisions can be made by the commander’s designated representative.

1.5. Chief of Wing Scheduling. Responsible for the execution of the Scheduling Enterprise. Manages improvements and changes to the scheduling process, to include organizing and executing the scheduling working group. Responsible to track and brief scheduling meetings IAW requirements.

1.6. Long Range Scheduling (formerly known as TW Scheduling). Tracks and coordinates inputs outside the Short Range Turnover. Coordinates all Off-Station Requests (OSR), Quiet Hours, Incentive and Familiarization flying, flyovers, aerial events, and airshow participation. Hours of operation are M-F, 0600-1500L excluding Federal holidays and AFMC No-fly days. DSN: 527-6070 or Comm: (661) 277-6070. Email 412 TW Scheduling inbox at s533de@us.af.mil.

1.7. Short Range Scheduling (formerly known as Current Operations). Gathers scheduling data and resources from the Short Range Turnover to the Daily Turnover. Compiles and coordinates with test support agencies. Focal point to request “Business Effort” tanker support. Hours of operation are M-F, 0600-1600L excluding Federal holidays and AFMC No-Fly days. DSN: 527-4110 or Comm: (661) 277-4110. Email 412 OSS/ROC inbox at 412OSS.OSOS.ROC@us.af.mil.

1.8. Real-Time Scheduling. Coordinates all test mission resource changes inside the Daily Turnover point through mission execution. Hours of operation are M-F, 0600-1800L excluding Federal holidays and AFMC No-Fly days. DSN: 527-3940 or Comm: (661) 277-3940. Email 412 OSS/ROC inbox at s531252@us.af.mil.

1.9. Unit Schedulers (On/Off Station). Each Combined or Integrated Test Force (CTF or ITF), flying squadron, and tenant (or off base agency) desiring the use of 412 TW resources will provide a Unit Scheduler. Each Unit Scheduler manages each unit’s non-shared assets and submits requests for shared resources. Unit Schedulers will request and coordinate all activities, whether air or ground, IAW scheduling timelines. Units will communicate to the appropriate scheduling agency through their Unit Scheduler.

1.10. Maintenance Scheduler. Coordinates with internal agencies including Aircraft Maintenance Squadron (AMXS) /Aircraft Maintenance Unit (AMU) supervision and unit
schedulers to assign tail numbers in Center Scheduling Enterprise (CSE). Coordinates with applicable outside agencies directly involved in mission flying requirements (i.e. engineers, test conductors, other government agencies, and sympathy organizations) to determine aircraft resource requirements. Loads flying schedule into Intermediate Maintenance Data System (IMDS)/GO81. Tracks and records deviations.

1.11. R-2508 Central Coordinating Facility (CCF). The single approval authority for aircraft to enter the R-2508 Complex, excluding internal restricted areas R2505, R2506, R2524, R2515, R2502N, and R2502E. CCF will:

1.11.1. Combine 412 TW missions with other users (Lemoore, Nellis, China Lake, Fresno, etc.) and develop the comprehensive Daily Flying Schedule for the R-2508 Complex,

1.11.2. Enter the comprehensive flying schedule into the Schedule Capture and Decision Support (SCADS) system which generates flight progress strips at R2508 Controlling Agency (JOSHUA),

1.11.3. Publish the Daily Brief Sheet,

1.11.4. Coordinate for release and recall of R-2508, and all associated airspace,

1.12. R-2515 Airspace Management. Integrates civilian and non-federal government aircraft requests to operate within R-2515. Coordinates civil aircraft letters of agreements for R-2515 authorization and access that will occur on a regular basis. Coordinates Hold Harmless Agreements for R-2515 authorization and access that will occur on a one-time, or short term basis. Schedules non-flight test civil operations in CSE. Focal Point for release and recall of R-2515 airspace to the Federal Aviation Administration, and is the focal point for developing Concept of Operations (CONOPs) for the integration of flights operating outside the scope of EAFBI 13-100, Flying and Airfield Operations, to include NASA.

1.13. 412th Range Squadron (412 RANS).

1.13.1. Operations Duty Officer (ODO) is responsible for overseeing all daily range operations to include the deconfliction and prioritization of range resources.

1.13.2. Range Control Officer (RCO) is the primary representative to specific programs to ensure proper support and coordination of range resources. The RCO ensures that all resources are identified and scheduled for support; and that the systems, equipment, airspace, have been coordinated and are in an operational posture when required. The RCO conducts real time range support operations in control rooms.

2. Scheduling Timeline.

2.1. Scheduling Phases. The flying schedule has three distinct phases of processing, Long Range Planning, Short Range Scheduling, and Real-Time Execution. Unit schedulers will create missions during Long Range Planning, update and/or modify those missions during Short Range, and units will execute those missions in the Real-Time phase.

2.2. Turnovers. The responsible scheduling organization will ‘own’ the schedule until it turns over to the next organization throughout the process. The Chief of Scheduling may adjust the timing of the turnovers as necessary.
2.2.1. **Short Range Turnover.** Long Range Scheduling turns-over the Weekly Flying Schedule to Short Range Scheduling 10 days prior to the week of execution. Units that have scheduling issues prior to the Short Range Turnover will coordinate with Long Range Scheduling. Exception: Long Range Scheduling will remain the primary coordinating office for aerial events, flyovers, airshows, and incentive flying, regardless of their timeline.

2.2.2. **Daily Turnover.** Short Range Scheduling turns over the Daily Flying Schedule to Real-Time scheduling for execution every day (typically at 1500L). Real-Time Scheduling will schedule all Unit submitted changes after the turnover point. Units that have scheduling issues prior to the Daily Turnover will coordinate with Short Range Scheduling. After the Daily Turnover, Units must coordinate their issues with Real-Time Scheduling.

2.3. **Daily Cut-off.** At 1100L each day, the following day’s schedule is locked for deconfliction. Units must have changes and/or adds to their scheduled missions NLT 1100L each day prior to execution. Changes can still be made after this cutoff, however they will be held until the 1300L Daily Telecom. Changes after the Daily telecom may not be accepted. Scheduling agencies are authorized to deny late changes after the daily telecom, if the change cannot be supported.

2.4. **Published Schedules.**

2.4.1. Published Weekly Schedule. The Weekly Schedule is published once the deconflicted schedule is signed by 412 OG/CC, 412 MXG/CC and 412 TW/CC. Plans, Scheduling and Documentation (PS&D) will publish the weekly schedule.

2.4.2. Finalized Daily Schedule. The deconflicted Daily Schedule is finalized for printing at 1500L each day prior to execution. Short Range Scheduling will turn-over the Daily Schedule to Real-Time Scheduling after the schedule is finalized.

3. **Scheduling Guidelines.**

3.1. **Applicability.** All agencies assigned to EAFB utilizing 412th TW flight test resources, airspace, and airfield facilities will utilize the following guidelines, policies, and procedures for scheduling.

3.2. **Priority.** Resources will be allocated to the Wing’s highest priority missions.

3.2.1. Missions are assigned a priority on the Weekly Schedule according to their Job Order Number (JON). Missions that are added after the Weekly Schedule is approved are assigned a Priority 99.

3.2.2. When changes occur, missions will maintain their priority through the daily telecom. If a unit makes significant changes after the daily telecom, the mission will lose its listed priority and be changed to Priority 99. Significant changes are those that adversely impact other users with regards to shared resources. The applicable scheduling agency will decide if a change is significant or not.

3.2.3. Priority disputes will be settled by the 412 OG/CC.

3.2.4. **Management Emphasis.** This identifies a particular mission as high priority. A high priority test mission is not to be confused with a high priority test program. A high
priority test mission is defined as any specific test mission (one-time event) that is given priority over others. Management Emphasis must be approved and designated in writing by the 412 OG/CC, and must be willing to accept the high demand for shared resources that might result from one high priority test mission “stealing” shared resources. Management Emphasis missions never lose their designated priority unless directed by the 412 OG/CC.

3.3. **Shared Resources.** Shared resources are defined as any resource that multiple flying organizations use and schedule. Some examples of shared resources are: Chase aircraft, range assets, control rooms, tankers, telemetry, hot pits, munitions, and runway hammerheads.

3.4. **Schedule Requests.** Unit schedulers shall request resources for mission accomplishment via CSE with the following information:

3.4.1. JON
3.4.2. Aircraft Type
3.4.3. Risk Level
3.4.4. Start time and duration
3.4.5. Type of mission
3.4.6. Requesting agency
3.4.7. Point of departure and point of arrival
3.4.8. Flight type (Local, Round Robin, cross country, etc.)
3.4.9. Mission Symbol
3.4.10. Sortie title
3.4.11. Airspace, See [Table 1. Airspace.](#)
3.4.12. Telemetry (if required)
3.4.13. Precision Impact Range Area (PIRA) (if required)
3.4.14. Link 16 (if required). Requests for Link 16 will include all aircraft or ground stations involved (both on/off range), total Time Slot Duty Factor for all participants, Network Design Load, and the crypto key short title.
3.4.15. Hazardous Tests (if required). Annotate medium or high risk tests in the mission title using the designation “HAZ TST XX-XXX,” where the Xs indicate the safety package number.
3.4.16. Off-Base Range Support (if required)
3.4.17. Communication Frequencies (if required)
3.4.18. Hot Pit (if required)
3.4.19. When more than one resource will satisfy the requirements, indicate all alternative options in the CSE Resourced Notes of the request. Backups will be so designated in mission and sortie titles in CSE by annotating a (P) for the primary mission.
and a (B) for the back-up mission. Missions requiring multiple consecutive back-up days within the same weekly schedule require FOA approval.

Table 1. Airspace.

<table>
<thead>
<tr>
<th>Type of Flight</th>
<th>What to Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Flights that will not leave R2508</td>
<td>Military Operating Areas (MOAs), Restricted Areas, Ranges, and R-2515 with associated altitudes and times in CSE.</td>
</tr>
<tr>
<td>Cross Country, Out-and-Back, Round Robins, or flights conducted partially outside of R-2508</td>
<td>Aircraft from EAFB or AF Plant 42 departing or arriving on a DD175, Military Flight Plan (or 1801, ICAO Flight Plan) and not requiring SUA/ASU will list only DD175 in CSE as the sole resource. No other airspace needs to be scheduled.</td>
</tr>
<tr>
<td></td>
<td>If SUA/ASU is required on departure or RTB, list airspace requirements with associated altitude and time in CSE, and list DD175.</td>
</tr>
<tr>
<td></td>
<td>Aircraft exiting the airspace to utilize the Palmdale Pattern or Victorville do not require DD175.</td>
</tr>
</tbody>
</table>

3.5. **Ground Test.** Scheduled test of an aircraft or its systems on the ground. Flights will normally have priority over ground tests except as approved by the FOA. When 412 TW aircraft are utilized for non-flying missions, they will be scheduled through the normal process and assigned a mission number. Ground events associated with a flying mission may be conducted under the flight mission number.

3.6. **Local Testing with Off-Base Aircraft.** All off-base aircraft requesting the use of R-2515 shall be reported in CSE by the unit performing the test. Additionally, any aircraft originating outside R-2508 must schedule through CCF independently of CSE, IAW R-2508 User’s Guide.

3.7. **Mission Numbers.** A four-digit number identifies missions on the schedule. Multiple sorties within a given mission package are given a numeric suffix, beginning with -1 for the primary aircraft and -2, -3, etc., for subsequent aircraft in the mission. Once the mission number is published or added to the approved daily schedule, the mission is accountable as either flown, cancelled, or completed, with the exception of Spare aircraft on its own mission number.

3.8. **Schedule Hold.** Schedule Hold missions are identified missions that are in line for shared aircraft resources when they become available. Shared aircraft will be allocated at the weekly “Iron Wars” meeting to the highest priority missions, other missions requiring the same aircraft shall be put into Schedule Hold status. Schedule Hold missions are identified against a specific primary mission. If the primary mission is shifted to another tail during the week, the schedule hold will shift as well, so long as the configurations and timing are compatible.

3.8.1. If the primary mission cannot be executed as planned, the shared resource will be released to the Schedule Hold mission. Short Range Scheduling shall include “Schedule Hold” remarks in the “Sortie Title” in CSE.
3.8.2. Real-Time Scheduling will schedule the Schedule Hold if the primary mission’s aircraft becomes available and remove Schedule Hold missions from CSE if the primary mission is flown.

3.8.3. Schedule Hold missions do not constitute a “schedule change” and do not require an AF 2407.

3.9. **Standby.** Resource requests other than aircraft which exceed resource availability will be placed in standby status by Short Range. Standby resources will be scheduled in CSE with a mission alert identifying the resource as Standby to a higher priority mission. Example: “Alpha Corridor in Standby, 1200L – 1400L, to F-35/001 (Operations number).”

3.9.1. Resources will be filled as they become available. Long Range Scheduling and Real-Time Scheduling manage resources in “standby” mode.

3.9.2. Standby is used to communicate conflicts on the schedule but these conflicts can be resolved through mission real-time deconfliction.

3.10. **Airlift Loads.** Details for airlift loads shall be entered into the CSE aircraft notes to include type and quantity, weight of each load and time for upload or download.

3.11. **Releasing Scheduled Resources.** Test agencies or their representatives shall release all scheduled resources or portions of scheduled resources any time they are deemed no longer needed based on changes to test objectives, missions, or schedules. Test agencies shall provide schedule release information to Real-Time Scheduling, and/or Short Range Scheduling as soon as possible.

3.12. **Small Unmanned Aerial Vehicles (sUAS) Activity.** sUAS operations will follow the listed scheduling procedures as much as possible, however sUAS operators may deviate from this regulation where necessary. If sUAS activity concerns shared resources or any airspace over 100’ AGL or 50’ above a structure (whichever is lower), those operations must conform to this regulation.

4. **Scheduling Restrictions.**

4.1. **The Flying Window.** The standard Flying Window exists from 0600L to 1800L, Monday through Friday. Units will make every attempt to keep operations inside this window. However, the Weekly Schedule will define each day’s approved flying window. Flying outside the approved window requires approval. Approvals will not be granted without appropriate justification.

4.2. **Training Days.** Units should not expect to conduct flight or ground events on Training Day. Requests to do so will be done as far in advance as possible. Because many support functions conduct training on these days, many missions may not be properly resourced. The day following Training Day, the earliest takeoff allowed is 1000L. Exceptions to this must be approved at the Scheduling Meeting.

4.3. **Night Flying.** Units that have “night required” test points should group those points together as much as possible to reduce the overall night flying occurrences. When flying nights, units will delay the start to flying operations to keep their Flying Window at 12 hours (or less). Proficiency training will not exceed a 2200L land time.
4.4. **Weekend Flying.** Weekend flying is not routine or standard. Weekend flying is identified in the Monthly Plan. Because much of the base support is not available on weekends, there may be flying operations that cannot happen on a weekend. Every event must be looked at to ensure it can be properly supported. Any aircraft that returns from off-station over the weekend (Saturday or Sunday or any federal holiday or wing down day) will not be available to fly on the following fly day. Any aircraft that flies local over the weekend (Saturday or Sunday or any federal holiday or wing down day) may be available to fly the following fly day, as determined by MXG.

4.5. **Test Time Extensions.** Units will not plan to exceed regulated maximum test and sortie durations (IAW 11-2FTV3 EAFB SUPP, *Flight Test Operations Procedures*). Units must receive 412 OG/CC permission to schedule extended missions. Approvals may be granted at the weekly schedule meeting. Units requesting to waive duration times must provide risk mitigation actions.

4.6. **Configurations.** Units should strive to maintain the same aircraft configuration throughout the week whenever possible. Changing aircraft configuration should be identified and coordinated through the scheduling process. Mid-week configuration changes will be worked on a case-by-case basis.

4.7. **Closure of On-Base Roadways.** If a mission poses potential hazard to roadways (i.e. Mercury Blvd), the unit scheduler will identify this NLT the week prior to execution. Missions requiring road closure between 0600-0800L and/or 1530-1700L require 412 OG/CC approval. Short Range Scheduling will notify appropriate agencies, of road closures NLT 1500L the day prior to the closure.

4.8. **Aircraft Turn Times.** Turn times for aircraft are determined by MXG policy.

4.9. **Unusual Requests.** After Hours, Off-Station, Flyovers, Familiarization/Incentive Rides.

4.9.1. **After Hours Support Request (AHSR).** Any activity that occurs outside the hours of 0600L-1800L, Monday through Friday, is considered ‘after hours.’ Units requesting resources after hours will schedule through the normal process. After hours operations requested before the Weekly Scheduling Meeting may be approved at the meeting. Units requesting after hour support not approved at the Weekly Scheduling Meeting shall accomplish an AHSR through CSE. This request should be done 3 business days prior to requested operation. **NOTE:** Civil operators on Hold Harmless Agreements, civil operators operating IAW letters of agreement (e.g. Fire Department, Police Department), and Aero Club are authorized to operate without missions numbers and do not require AHSRs.

4.9.1.1. Short Range Scheduling will brief scheduled after hour operations at the Weekly Scheduling Meeting.

4.9.1.2. Unit Schedulers will coordinate with base agencies for after-hours support prior to the Weekly Scheduling Meeting, and will be prepared to justify AHSRs at the weekly meeting.
4.9.2. Off-Station Request (OSR). OSR is a request for a specific mission to depart Edwards and land outside the R-2508 Complex such as cross country and out-and-back missions. Submit OSRs at [https://org.eis.afmc.af.mil/sites/412OG/TWscheduling/default.aspx](https://org.eis.afmc.af.mil/sites/412OG/TWscheduling/default.aspx). Test missions operating or originating off-base will be scheduled in CSE but do not require an OSR.

4.9.3. Flyovers, aerial events, and airshows. These events are governed by AFI 11-209, AFMC Supplement, *Aerial Event Policy and Procedures*. Approvals are coordinated through Long Range Scheduling. Approval to participate grants automatic after-hours and off-station approvals. AHSRs and/or OSRs will not be required.


4.9.5. Air Start. Must be scheduled as the first go of the day and landed NLT 1100L. All air start requirements shall be addressed prior to the weekly scheduling meeting. Notification of this type of testing/training should be listed on the Monthly Plan.

4.10. **Scheduling for Units without access to CSE.** Requesting units should contact the responsible scheduling office (depending on the timeline) to ensure their requests are reflected in CSE.

4.11. **Reimbursement Policy for Schedule Cancellations.** Funding provisions for cancellations are contained in DOD 7000.14-R, *Financial Management Regulation*. In general, they provide for charging to the project those costs associated with test and test support mission cancellations.

4.11.1. Real-Time Scheduling will use the Cost Recovery Decision Chart (CRDC) (Attachment 2) to establish who will pay for the mission cancellation, including off-range cancellations. Sympathetic cancellations will be given the same CRDC code as the mission causing the cancellation. Users may be liable for costs incurred for test or test support mission cancellations and aborts after 1200L the workday prior to the scheduled mission.

4.11.2. On the workday following each test or test support mission cancellation (mission symbols O-4, O-5 and O-6 reimbursable), Real-time Operations will determine the primary reason for cancellation and assign a cancellation code from the CRDC. Real-time Operations will coordinate with Range ODO to determine which primary range assets were affected by each cancellation. A test mission cancellation report will be generated daily to record each determination and to charge for cancellation costs that have been incurred by the test project. Any disputed reasons for cancellation that cannot be resolved by 412 MXG/MXOO or Real-time Operations will be referred to TW Scheduling.

4.12. **Off-Range Cancellation Policy.**

4.12.1. If the off-range mission cancels as a result of a decision made by the test requester or the non-availability of a resource provided by the test requester, the test program is charged for the cancellation costs.

4.12.2. If the off-range mission cancels as a result of the non-availability of a scheduled or required 412 TW resource, the 412 TW will absorb the off-range cancellation costs.
4.12.3. Priority Bumping. Users may be liable for off-range cancellation charges incurred to another program as a result of priority bumping. If a program with a higher priority schedules a mission causing another program to cancel an off-range mission due to lost resources, the off-range cancellation costs will be assumed by the priority program. When an off-range mission is put in jeopardy, Current Operations will notify the priority user operations officer of the liability for a final decision on bumping.

4.12.4. Financial liability will not usually exceed the direct costs incurred except for special purpose facilities scheduled in advance for a specific period. In this case, liability may also include lost reimbursements, unless the test and evaluation activity is able to schedule a substitute workload. Specific cancellation charges are listed in the 412 TW Product Identification Number (PIN) Rate Catalog.

5. Scheduling Procedures

5.1. Long Range Scheduling. Long-term Scheduling specifies broad objectives for flights in terms of sorties and flying hours and known or predictable maintenance needs. Long-term planning will be developed utilizing 412 TW Yearly Flying Program. The annual flying forecast from business managers is available in the Workload Forecast. Unit business managers will validate Flying Actuals Approval and Billing (FAAB) by the 10th of each month. This will be used as a starting point for all schedule activities.

5.1.1. Long Range Scheduling will gather information from Unit Schedulers as far out as necessary to ensure the rolling monthly plan is as accurate as possible and coordinate with Units and MXG directly to move events as needed to reduce the need for Short Term deconfliction.

5.2. Quarterly and Monthly Scheduling. 412 TW will utilize a rolling 3-month plan. This satisfies the requirements to schedule quarterly and monthly. This product is referred to as the Monthly Plan. Unit Schedulers must ensure monthly plans are as detailed and accurate as possible at the time of preparation. MXG and OG must discuss the requirements and identify any limitations as soon as they are known. The Monthly Plan refines the quarterly plan by combining all known aspects of aircraft utilization.

5.2.1. The Monthly Plan must include:

5.2.1.1. Predictable maintenance factors such as: calendar inspections, time change items, Time Change Technical Orders (TCTO), depot, cannibalization aircraft, and major aircraft inspections (Phase/Periodic Inspection/Isochronal Inspections). Additional scheduled maintenance requirements are included in AFI 21-101 AFMC SUPP, Aircraft and Equipment Maintenance, Para 15.5.5.2 and A8.1.9.

5.2.1.2. All known operational events (e.g., exercises, deployments, surges, large force events, other events that incur cost to the unit) to determine maintenance capability to meet operational requirements.

5.2.1.3. While the Monthly Plan is a living document, it is published as an attachment to the fourth Weekly Schedule of every month.

5.3. Short Range Scheduling. Unit Schedulers requiring 412 TW resources will accomplish the initial input to the fly schedule.
5.3.1. Unit Schedulers will submit their requirements via CSE NLT 1500L Friday, 10 days prior to the week of execution. CSE Homepage will list adjustments to this timeline due to holidays or other events. Off-base, deployed, and/or distributed testing events will be displayed on home station schedule unless pre-coordinated through the Chief of Scheduling.

5.3.2. Short Range Scheduling will create a preliminary weekly schedule based on unit inputs. After Friday 1500L, unit schedulers will be locked out, only Short Range Scheduling will be able to make changes.

5.3.3. Short Range Scheduling will use the JON test priorities to rack and stack weekly test missions to determine priorities. The 412 OG/CC may adjust priorities as needed.

5.3.4. Short Range Scheduling will compile and deconflict range resources from submitted unit schedulers through CSE.

5.3.5. Tanker Deconfliction. Short Range Scheduling assesses tanker requirements using the CTF support requirements from the submitted baseline schedule. Short Range Scheduling will schedule tanker support based on requested in-flight refueling requirements. The tanker schedule is finalized COB Wednesday for the following week. This includes determining the exact number of required Business Effort tankers for the following week.

5.3.6. Support Aircraft Deconfliction. 412 AMXS will compile chase/target support aircraft requirements in preparation for Iron Wars using the baseline schedule mission requirements. Iron Wars will be the primary method of aircraft deconfliction.

5.3.7. Short Range Scheduling will submit the final Range support requests by Wednesday 1000L to 412 RANS ODO after changes from Iron Wars are compiled.

5.4. Weekly Scheduling Meeting.

5.4.1. The Weekly Scheduling Meeting is the culmination of the forecasting and deconfliction process. The purpose of the meeting is to complete all deconfliction actions. If the Monthly Plan is briefed, this meeting will satisfy the Quarterly, Monthly and Weekly requirements. The following items will be briefed:

5.4.1.1. Outstanding issues from the previous week
5.4.1.2. Flying Window
5.4.1.3. Test Missions
5.4.1.4. Support/Tanker/Aircraft Plan (results from Iron Wars)
5.4.1.5. Range support plan
5.4.1.6. Management Emphasis (High Priority, if any)
5.4.1.7. Un-resourced test and test support missions
5.4.1.8. Monthly Plan for the next three (3) months
5.4.1.9. Unusual requests may be approved at the Weekly meeting.
Table 2. Scheduling and Deconfliction Meetings.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Iron Wars</th>
<th>Wing Scheduling Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where/When</td>
<td>MXG Briefing Room, Bldg. 1600</td>
<td>MXG Briefing Room, Bldg. 1600</td>
</tr>
<tr>
<td></td>
<td>1330 Tues</td>
<td>1200 Wed</td>
</tr>
<tr>
<td>Chair</td>
<td>OG/CD or Chief of Scheduling</td>
<td>OG/CC, MXG/CC</td>
</tr>
<tr>
<td>Required Attendees</td>
<td>Long Range, Short Range, MXG Sched, Unit Sched</td>
<td>Long Range, Short Range, MXG Sched, Unit Sched, Airfield, RANS</td>
</tr>
<tr>
<td>Purpose</td>
<td>Prioritize and de-conflict test support assets</td>
<td>Prioritize / de-conflict, receive approvals, identify high priority missions</td>
</tr>
<tr>
<td>Deliverable</td>
<td>Support Aircraft Plan</td>
<td>Weekly Flying Schedule</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deconflicted Daily Flying Schedule</td>
</tr>
</tbody>
</table>

5.5. **Daily Deconfliction Telecom.**

5.5.1. The Chief of Scheduling will run the Daily Deconfliction Telecom meeting for final coordination of the next day’s schedule.

5.5.2. Short Range Scheduling will resolve 412 RANS assets and support aircraft conflicts during the Daily Deconfliction Telecom.

5.5.3. All changes will be collected into a single schedule change request. See 5.6.

5.5.4. Short Range will then handover the deconflicted Daily Schedule to Real-Time for execution every day at the daily turnover.

5.6. **Schedule Changes.**

5.6.1. Units may request changes to the Published Weekly and Daily flying schedules. Changes should be submitted to the owning scheduling agency as soon as the unit is aware and confident in the change. Chat tools are encouraged for passing schedule change information in all phases. Unit schedulers, ops desk personnel, operations supervisors, and scheduling organizations will utilize chat whenever possible.

5.6.1.1. If the requested change is prior to publishing the Daily Schedule, contact Short Range Scheduling. Changes to the published Weekly Schedule are accepted via the 412 OSS/ROC inbox at 412OSS.OSOS.ROC@us.af.mil, chat, or telephone.

5.6.1.1.1. Any changes to inbound Business Effort tanker requests after the Wednesday Scheduling meeting may result in the loss of Business Effort tanker support. Changes within 96 hours of mission execution will require a General Officer Exception Letter. This applies only to INBOUND Business Effort tankers.
5.6.1.2. If the requested change is after the Daily Schedule is published, contact Real-Time (ROC). Chat tools will be used for Real-Time coordination wherever possible. Changes after the Daily telecom may not be accepted. Scheduling agencies are authorized to deny late changes after the daily telecom, if the change cannot be supported.

5.6.1.3. All changes to the printed schedule will be documented and approved via the AF 2407, with exceptions. See 5.6.3.

5.6.2. An AF 2407 is required when:

5.6.2.1. Making any change to the published schedule. All changes that occur between the published weekly schedule and the published daily schedule will be captured at the daily telecom and consolidated into a single, mass AF 2407. Any change required after the daily telecom, but prior to the first crew ready for a unit’s flying schedule, will require a unit initiated AF 2407. See Table 5.2., Schedule Change Timeline.

5.6.2.2. Adding a new aircraft, a new mission, or any increase to the wing’s published flying window will always require an AF 2407, regardless of the timeline. This is due to the increased level of approval required for these rare situations.

5.6.3. An AF 2407 is NOT required for:

5.6.3.1. Changes prior to publication of the weekly schedule;

5.6.3.2. Takeoff or landing time changes of 15 minutes or less;

5.6.3.3. Changes to aircrew names, ranges, range resources, mission/sortie titles, or airspace;

5.6.3.4. Missions/Aircraft in a ‘Schedule Hold’ status that become available to fly;

5.6.3.5. Changes arising after the first crew ready time for the squadron’s current day’s scheduled flying window, such as a tail swap or mission change that does not affect configuration. For example, changing a mission from test to training after first crew ready does not require an AF 2407. See Table 3., Schedule Change Timeline.

5.6.3.6. Schedule changes for non-412 TW units (NASA, JOTT, etc.) who are NOT using 412 TW shared resources.
Table 3. Schedule Change Timeline.

<table>
<thead>
<tr>
<th>PHASE</th>
<th>Planning</th>
<th>Scheduling</th>
<th>Execution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who controls the Schedule?</td>
<td>CTFs control their own</td>
<td>CTFs must contact Short Range for changes in this area</td>
<td>After a unit’s first crew ready, Ops Sups control their schedule, coord with Real-Time for all changes.</td>
</tr>
<tr>
<td></td>
<td>schedule in CSE</td>
<td>Once the Daily is Published, CTFs must contact Real-Time for all changes.</td>
<td></td>
</tr>
<tr>
<td>Does this change require an</td>
<td>Prior to the Weekly</td>
<td>Changes in this area will be captured in a single, mass AF 2407 at the Daily Telecom</td>
<td>After a unit’s first crew ready, schedule changes do not require AF 2407, coord with Real-Time for all changes.</td>
</tr>
<tr>
<td>AF 2407?</td>
<td>publication, changes do not require AF 2407</td>
<td>Squadrions do not need to submit individual AF 2407s</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MXG/CC and OG/CC will review and approve</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In between the Daily Telecom and the first crew ready, changes will require AF 2407, initiated by the Squadron, captured in CSE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Units will utilize Table 5 and Attachment 3 for AF 2407 routing and approvals</td>
<td></td>
</tr>
</tbody>
</table>

5.6.4. All AF 2407s are processed through CSE. Coordination may occur in any communication format available, however, official documentation and approval is only in CSE. Real-Time and/or Short Range will track changes in coordination with 412 MXG as to not duplicate efforts.

5.6.5. Schedule changes that do not require an AF 2407 do not eliminate the need to coordinate. All changes must be coordinated with Real-Time Scheduling and all affected agencies through verbal, telephone, radio, text, or chat coordination. Flight line personnel typically do not have access to email or chat services during ‘day-of’ execution. Schedule changes, regardless of whether an AF 2407 is required or not, will be coordinated IAW Table 4, Schedule Change Approval.

5.6.6. Scheduling disputes will be resolved by the FOA. See Attachment 3 for approval process.

5.6.7. The Chief of Scheduling will work with the flying units and support agencies to gather schedule change data (e.g., number of schedule changes, time to approve changes, etc.) to identify problems in the process and suggest improvements.
5.6.8. Approval authorities must maintain the ability to communicate approvals or issues. Chat is the preferred method.

Table 4. Schedule Change Coordination and Approval.

<table>
<thead>
<tr>
<th>Change Description</th>
<th>Range</th>
<th>Real-Time</th>
<th>Pro-Super</th>
<th>MOO</th>
<th>MXG/CC</th>
<th>OG/CC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Aircraft $^1$</td>
<td>Coord</td>
<td>Coord</td>
<td>Coord</td>
<td>Approval</td>
<td>Approval</td>
<td></td>
</tr>
<tr>
<td>Add Mission $^1$</td>
<td>Coord</td>
<td>Coord</td>
<td>Coord</td>
<td>Approval</td>
<td>Approval</td>
<td></td>
</tr>
<tr>
<td>Increase the Wing’s published flying window $^1$</td>
<td>Coord</td>
<td>Coord</td>
<td>Coord</td>
<td>Approval</td>
<td>Approval</td>
<td></td>
</tr>
<tr>
<td>Change Aircraft $^6$ (i.e., Tail Swap)</td>
<td>Coord</td>
<td>Approval</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change published takeoff or landing time &gt; 15 minutes</td>
<td>Coord</td>
<td>Coord</td>
<td>Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Aircraft configuration $^4$</td>
<td>Coord</td>
<td>Coord</td>
<td>Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change to an Alternate Mission w/ no configuration changes $^5, 6$</td>
<td>Coord (if required)</td>
<td>Approval$^6$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Control Room use &gt; 1 hour</td>
<td>Approval</td>
<td>Coord</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Range activity &gt; 1 hour</td>
<td>Approval</td>
<td>Coord</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE 1: Requires an AF 2407, regardless of the timeline.
NOTE 2: All OG/CC approvals can be accomplished by the FOA.
NOTE 3: Aircraft that are not owned or maintained by 412 TW do not require MXG/CC approval (e.g., contractor maintained C-12 aircraft, sUAS, etc.).
NOTE 4: Changing fuel loads on Tankers, or adding a Hot Pit are considered configuration changes. Airdrop related changes to the cargo and/or passenger load of the aircraft are not considered configuration changes and will be coordinated directly with the 412 OSS.
NOTE 5: ‘Schedule Hold’ missions are considered Alternate Missions. If Schedule Hold missions are resourced prior to the Daily Telecom, Short Range will approve.
NOTE 6: After ‘first crew ready’ all changes are controlled by the Squadron Operations Supervisor (Ops Sup). Ops Sups will coord all changes through Real-Time.

5.7. Mission Cancel. Cancellations will be accepted anytime by the Scheduling Agency who “owns” the schedule. Unit schedulers must communicate cancelations when they are known.

5.8. Deviations. 412 MXG/MXOO will track deviations IAW AFI 21-101. All deviations are tracked against the approved daily flying schedule. Any change to the approved daily flying schedule after 1600L Friday the week prior will be recorded as a deviation. Use of AF 2407 does not negate the recording of deviations.
5.9. **Post-Mission Procedures.** After 0900L on the second workday following a canceled mission, users may review the test mission cancellation report in CSE for applicable data.

CARL E. SCHAEFER, Brig Gen, USAF
Commander
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
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AFMAN 33-363, Management of Records, 01 March 2008
DoDR 5400.7-R_AFMAN-33-302, DoD /AF Freedom of Information Act Program, 22 Apr 2016
EAFBI 13-100, Flying and Airfield Operations, 19 October 2016
11-2FTV3 EAFB SUPP, Flight Test Operations Procedures, 22 August 2012
AFI 11-209, AFMC Supplement, Aerial Event Policy and Procedures, 29 August 2007
11401, Edwards AFB Supplement, Aviation Management, 28 March 2016
DoD 7000.14-R, Financial Management Regulation, March 2017
AFI 21-101 AFMC SUPP, Aircraft and Equipment Maintenance, 19 July 2016

Adopted Forms
AF Form 847, Recommendation for Change of Publication
AF Form 2407, Weekly/Daily Flying Schedule Coordination
DD Form 175, Military Flight Plan
DD Form 1801, ICAO Flight Plan

Abbreviations and Acronyms
412 RANS—412 Range Squadron
412 TW—412 Test Wing
412 TW/CC—412th Test Wing Commander
412 MXG/CC—412th Maintenance Group Commander
412 OG/CC—412th Operations Group Commander
ACP—Airspace Control Plan
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management System
AFTC—Air Force Test Center
AHSR—After Hours Support Request
AMC—Air Mobility Command
AMXS — Aircraft Maintenance Squadron
AMU — Aircraft Maintenance Unit
AOF — Airfield Operations Flight
ASU — Airspace for Special Use (i.e., PIRA, spin areas)
CCF — Central Coordinating Facility
CONFORM — Call Sign for 412 OSS Real-Time Operations/Command Post
COOL — Center Ops Online
CONOPs — Concept of Operations
CSE — Center Scheduling Enterprise
CTF — Combined Test Force
DoD — Department of Defense
EAFB — Edwards AFB
EOR — End of Runway
ETA — Estimated Time of Arrival
FAAB — Flying Actuals Approval and Billing
FCF — Functional Check Flight
FLIP — Flight Information Publications
FOA — Flight Operations Authority
FOIA — Freedom of Information Act
IAW — In Accordance With
IMDS — Intermediate Maintenance Data System
ITF — Integrated Test Force
JON — Job Order Number
LOA — Letter of Authorization
MOA — Military Operating Area
MOC — Maintenance Operations Center
MRU — Military Radar Unit
ODO — Operations Duty Officer
OPR — Office of Primary Responsibility
OSR — Off-Station Requests
NLT — No Later Than
PIRA — Precision Impact Range Area
PS&D — Plans, Scheduling, & Documentation
RCO — Range Control Officer
RDS — Records Disposition Schedule
ROC — Real-Time
RSO — Range Safety Officer
RTB — Return to Base
SB — Standby
SCADS — Schedule Capture and Decision Support
SPORT — Call Sign for 412 TW Military Radar Unit
SUA — Special Use Airspace
sUAS — Small Unmanned Aerial Vehicles
TACC — Tactical Airlift Control Center
TPS — Test Pilot School
TRACON — Terminal Radar Approach Control
TRANSCOM — Transportation Command
### COST RECOVERY DECISION CHART (CRDC)

**Figure A2.1. Cost Recovery Decision Chart (CRDC).**

<table>
<thead>
<tr>
<th>CODE</th>
<th>DEFINITION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>412</td>
<td>TW Absorbs Cost if Mission is Cancelled for:</td>
<td></td>
</tr>
<tr>
<td>A1</td>
<td>Weather</td>
<td>Adverse weather on- or off-station</td>
</tr>
<tr>
<td>A2</td>
<td>Range</td>
<td>On- or off-site range resources (e.g., range, radar, control room, telemetry frequency, microwave relay, etc.) not available, malfunctioning, or otherwise unable to support mission.</td>
</tr>
<tr>
<td>A3</td>
<td>Operations</td>
<td>Support aircrew and/or aircraft not available, higher priority mission (HPM), quiet hours, static display, airfield closure, etc.</td>
</tr>
<tr>
<td>A4</td>
<td>Supply</td>
<td>Parts provided by Air Force supply system not available.</td>
</tr>
<tr>
<td>A5</td>
<td>Special Instrumentation</td>
<td>Failure of required SI internal or external to the aircraft.</td>
</tr>
<tr>
<td>A6</td>
<td>Maintenance</td>
<td>Aircraft system and/or test item malfunction on EH-coded aircraft.</td>
</tr>
</tbody>
</table>

**Customer/Test User Pays if Cancelled for:**

<table>
<thead>
<tr>
<th>CODE</th>
<th>DEFINITION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Project</td>
<td>Test requirements change, aircraft reconfiguration, test completed, data study and/or reduction, safety coordination not complete, software malfunction for software test, etc.</td>
</tr>
<tr>
<td>C2</td>
<td>Modification</td>
<td>Aircraft and/or SI modification not complete (except for maintenance non-delivery).</td>
</tr>
<tr>
<td>C3</td>
<td>Operations</td>
<td>Test project aircrew not available, project-scheduling decision, ground spare etc.</td>
</tr>
<tr>
<td>C4</td>
<td>Supply</td>
<td>Project test item not available (e.g., test engine, project pod, etc.)</td>
</tr>
<tr>
<td>C5</td>
<td>SI</td>
<td>Project history files not current, project-owned diagnostic pods inoperative, etc.</td>
</tr>
<tr>
<td>C6</td>
<td>Maintenance</td>
<td>Aircraft system/test item malfunction on other (Project/Contractor) than EH-coded aircraft</td>
</tr>
<tr>
<td>C7</td>
<td>Priority Bumping</td>
<td>Program with higher priority schedules a mission causing another program to cancel an off-range mission due to lost resources.</td>
</tr>
</tbody>
</table>
Attachment 3

COORDINATION FLOW CHARTS

Figure A3.1. Real Time Changes Requiring FOA Approval.

Figure A3.2. Real Time Changes for Tail Swap, Cancellations, or Time Slips.
Figure A3.3. Real Time Changes for Configurations.

Figure A3.4. Real Time Changes for Alternate Mission Additions.