

**BY ORDER OF THE COMMANDER
LITTLE ROCK AIR FORCE BASE**

**LITTLE ROCK AIR FORCE BASE
INSTRUCTION 11-201**



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Flying Operations

PLANS AND SCHEDULING

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This publication implements guidance in AFPD 11-2, Aircraft Rules and Procedures, establishing specific policies and processes for planning and scheduling Little Rock Air Force Base flying operations. This instruction has two purposes: First, to establish a common frame of reference among Team Little Rock units for the scheduling and conduct of flying operations at Little Rock Air Force Base. The second purpose is to delegate decision-making responsibility to the lowest level. While this instruction expands upon Air Force, AMC, and other regulatory manuals and instructions, including AFMAN 11-202 Volume 3, DAFI 21-101, and others, it is not a substitute for those parent regulations, nor is it a substitute for good judgment. If in the future this guidance conflicts with updates to parent regulations at the Department of the Air Force or Air Mobility Command levels, the higher-level regulation will take precedence. This instruction is not applicable to Little Rock Air Force Base Tenant Units except where the unit is specifically addressed. 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). 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.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include an updated off-station training mission approval process in **Chapter 11** and the removal of emergency equipment (**Table 14.1**), maintenance equipment (**Table 14.2**), and minimum fleet service equipment (**Table 14.3**) in **Chapter 14**.

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Chapter 1

GENERAL

1.1. Little Rock Air Force Base Flying Units. Little Rock Air Force Base has five independent flying organizations that report to different higher headquarters. Little Rock Air Force Base's host unit, the 19th Airlift Wing, falls under Air Mobility Command (AMC). The 314th Airlift Wing (Air Education and Training Command), 189th Airlift Wing (Air National Guard), 913th Airlift Group (Air Force Reserve Command), and 29th Weapons Squadron (Air Combat Command) are tenant units at Little Rock Air Force Base.

1.2. Time Unit. All times are local unless specified otherwise.

1.3. Mission Tasking Authority. 19 OSS Current Operations receives and allocates 19 AW higher headquarters (HHQ) missions among host unit squadrons based on mission priorities, requirements, and existing commitments.

1.4. Mission Scheduling Responsibilities.

1.4.1. 19 OSS Current Operations will:

1.4.1.1. Coordinate mission requests with base and external agencies to optimize training and resource utilization.

1.4.1.2. Supervise the coordination and planning of TDY missions to accomplish training when available.

1.4.1.3. Produce the Long-Range Schedule, the Daily Master Flying Schedule, and the Daily Time over Target (TOT) sheet.

1.4.1.4. Ensure 19 AW Operations Squadron Monthly Flying Contracts are coordinated with Plans, Scheduling & Documentation (19 MXO/MXOOP) for 19 AW missions.

1.4.1.5. Manage the 19 AW annual Flying Hour Program (FHP).

1.4.1.6. Coordinate the use of local drop zones, landing zones, and SR routes.

1.4.1.7. Coordinate next month's flying schedule at the monthly scheduling meeting. Coordination should include exercises (e.g., ROCKI, GREEN FLAG Little Rock, etc.), JA/ATTs, USAFWS JFE, airshows, and HHQ-tasked missions.

1.4.1.8. Coordinate issues impacting Formal Training Unit (FTU) flying directly with 314 AW/189 AW squadron schedulers (e.g., quiet hours, airfield closure, airfield construction, etc.)

1.4.1.9. Coordinate issues impacting local flying with all tenant units.

1.4.2. Operations Squadrons will:

1.4.2.1. Establish a plan to accomplish their flying training requirements.

1.4.2.2. Develop a scheduling policy and procedure to reduce unnecessary changes.

1.4.2.3. Ensure all aircrew members are loaded into GDSS with current contact phone numbers.

1.4.2.4. Coordinate with other squadrons prior to submitting scheduling changes to 19 OSS Current Operations or Command Post if the change affects a multi-squadron formation.

1.4.2.5. Deconflict route, run-in direction, TOT changes, and/or Night Vision Goggles (NVG) Airland blackout windows with other scheduled events before making a change request.

1.4.2.6. Ensure load changes are compatible with the mission prior to requesting a change.

1.4.2.7. Designate a point of contact (POC) who will coordinate with 19 OSS Current Operations and Public Affairs for unique missions including, but not limited to flying exercises, participation in airshows, orientation flights, aerial demonstrations, and test missions. Refer to AFI 11-209, *Aerial Event Policy and Procedures*, for more details.

1.5. Electronic File Sharing. Primary locations will be SharePoint and shared drives.

1.5.1. The 19 OSS Current Operations SharePoint link provides users “Read” access to documents such as the Daily Master Flying Schedule, TOT sheets, JA/ATT contracts and the Long-Range calendar. It can be located via the following link: <https://usaf.dps.mil/sites/19oss/Shared%20Documents/Forms/AllItems.aspx>

1.5.2. The 19 MXG/MXO Scheduling SharePoint link provides users “Read” access to current 19 AW signed Weekly and Long-Range schedules. It can be located via the following link: <https://usaf.dps.mil/sites/19MOS/Plans%20and%20Scheduling/Shared%20Documents/Forms/AllItems.aspx?viewpath=%2Fsites%2F19MOS%2FPlans%20and%20Scheduling%2FShared%20Documents%2FForms%2FAllItems%2Easpx>.

Chapter 2

LOCAL SCHEDULING PROCESS

2.1. Long-Range Schedule. The Long-Range Schedule provides visibility on non-local training flights and events that may impact base flying (such as safety briefings, commander's calls, and runway construction). 19 OSS Current Operations Barrel Master will update this on the 19 OSS Current Operations SharePoint when changes occur.

2.1.1. The long-range maintenance schedule will be maintained in accordance with AFI 21-101, *Aircraft and Equipment Maintenance Management*, and applicable MAJCOM supplements. All known operational events and long-term maintenance requirements will be broken down by month and maintained on an automated product accessible on a shared drive.

2.1.2. 19 OSS Current Operations, squadron schedulers, and Plans, Scheduling & Documentation (19MXO/MXOOP) will coordinate the Long-Range Scheduling meeting which includes a 90-day forecast.

2.1.3. 19 AW Operations squadron schedulers will compile and coordinate their units' training plan (including operational requirements, support capabilities, and any expected difficulties) which will be incorporated into the 90-day forecast. Any expected difficulties will be resolved at the Long-Range Scheduling meeting.

2.2. Scheduling Procedures.

2.2.1. Refer to **Attachment 3**, WEEKLY SCHEDULING SEQUENCE OF EVENTS, for a chronological listing of the scheduling process in accordance with AFI 21-101 and AFMAN 11-101.

2.2.2. 19 OSS Current Operations personnel act as the agents for the 19 OG/CC in approving or disapproving change requests to the WEEKLY SCHEDULING SEQUENCE OF EVENTS (i.e. meeting times, etc.).

2.2.3. MONTHLY: The monthly schedule refines the Long-Range schedule.

2.2.3.1. All 19 AW operations scheduling sections, to include 29 WPS, will provide Plans, Scheduling & Documentation with their projected flying requirements for each month NLT the first weekly scheduling meeting of the preceding month. The flying requirements will include the number of sorties requested, the number of aircraft required to include weekend flying.

2.2.3.2. In accordance with AFI 21-101, The 19th Maintenance Group Maintenance Training Flight (19 MXO/MXOT), AGE (19 MXS/MXMG), and Engine Management (19 MXG/MXOOE) will forward their respective monthly requirements to Plans, Scheduling & Documentation NLT the first weekly scheduling meeting of the preceding month.

2.2.3.3. AMXS/MXA will advise the squadron operations scheduling sections and Plans, Scheduling & Documentation section whether the proposed operational requirements can be met and what, if any, limitations exist NLT the second weekly scheduling meeting.

2.2.3.4. Plans, Scheduling & Documentation will compile the formal monthly plan and present it to the OG/CC and MXG/CC in conjunction with the third weekly flying schedule signing meeting of the month. Once signed, the monthly plan will be presented to the 19 AW/CC for approval in accordance with AFI 21-101.

2.2.3.5. Once approved, Plans, Scheduling & Documentation will publish the monthly schedule to the 19 MXO Scheduling shared drive so it may be accessed and viewed by both maintenance and operations.

2.2.4. WEEKLY: The weekly schedule is the final refinement of the monthly plan and results in the production of the Weekly Flying and Maintenance Schedule by Plans, Scheduling & Documentation.

2.2.4.1. All 19 AW operations scheduling sections will provide Plans, Scheduling & Documentation their projected flying requirement for each week NLT Monday one week out. The flying requirements will include the number of sorties requested, configurations, fuel loads, mission priorities, number of aircraft required, and flying times, to include weekend flying (i.e. Green Flag Little Rock), and any applicable notes (e.g., ERCC, SKE, HALO, etc.).

2.2.4.2. Plans, Scheduling & Documentation will compile all the inputs provided, update the AF IMT 2402 (weekly checkerboard), and generate the Daily Flying pages for the following week.

2.2.4.3. 19 OSS Current Operations, Plans, Scheduling & Documentation, and AMXS/MXA representatives will coordinate the next week's flying schedule at the weekly Operations/Maintenance meeting held every Wednesday. This meeting will be chaired by the MXG/CD and the OG/CD or their designated representatives.

2.2.4.3.1. After the Wednesday meeting, all inputs and updates required to be made in GDSS will be made by the Operations squadron scheduling sections and 19 OSS Current Operations, as applicable. Operations squadrons will input and update GDSS for unit generated OSTs, local lines, and PDM/AMARC missions by the end of the week prior to execution. 19 OSS Current Operations inputs and updates GDSS for HHQ tasked missions, JA/ATTs, top/down-directed OSTs, Iron Swaps, and unit deployments as soon as the details are available.

2.2.4.3.2. Plans, Scheduling & Documentation will update the Daily Flying pages and the weekly checkerboard and post them on the 19 MXO Scheduling shared drive.

2.2.4.4. All Operations squadron schedulers, to include tenant units, will stay after the Wednesday meeting with 19 OSS Current Operations to reconcile any conflicts for the following week's schedule.

2.2.4.4.1. All required changes arising from the Wednesday meeting need to be coordinated with affected agencies and GDSS needs to be updated NLT the Wednesday prior to the execution week.

2.2.4.5. Plans, Scheduling & Documentation will combine the weekly checkerboard, the daily flying pages, the maintenance training schedule, the munitions schedule, the engine management schedule, and the AGE schedule into a single product referred to as the Weekly Flying and Maintenance Schedule.

2.2.4.5.1. The Weekly Flying and Maintenance Schedule is signed by the OG/CC and MXG/CC at the conclusion of the Thursday Operations and Maintenance Schedule Signing meeting. Once signed, it becomes the source product from which all changes and deviations will be recorded. It is sent to 19 AW/CC for approval following the Schedule Signing meeting.

2.2.4.5.2. After the Weekly Flying and Maintenance Schedule is signed, line numbers will be added sequentially for each day of flying throughout the week. In order to deconflict line number usage, the following convention will be utilized when assigning line numbers to weekly schedules:

Table 2.1. Line Number Assignment.

UNIT	DAILY LINE NUMBERS
19 AW	1-99
314 AW	A1-A100 / G1-G100
189 AW	P1-P100
913 AG	100-199
MOCC ADD LINES	300-600
ERCC LINES: Will be annotated on the Master Flying Schedule (i.e. ERCC within the Ops Comments block)	

2.2.4.5.3. Plans, Scheduling & Documentation will post the signed Weekly Flying and Maintenance Schedule as “Read Only” on the 19 MXO Shared Drive, so it may be accessed and viewed by both maintenance and operations.

2.2.4.6. 19 AW Squadrons desiring to fly Off Station Trainers (OSTs) will coordinate OST requests via email.

2.2.4.7. 19 OSS Current Operations generates the Weekly Master Flying Schedule from 19 AW squadron scheduler inputs to GDSS and tenant unit scheduler inputs to GDSS or GTIMS. Line numbers will be referenced from the signed Weekly Flying and Maintenance Schedule, and the weekly schedules sent from tenant units.

2.2.4.8. 19 OSS Current Operations will publish the signed Daily Master Flying Schedule on the 19 OSS Current Operations SharePoint.

2.2.5. Changes to the Weekly Flying and Maintenance Schedule

2.2.5.1. AMXS/MXS and operations schedulers may make changes to fuel loads, airdrop loads, configurations, scheduled maintenance, and/or missions affecting the following week by coordinating with Plans, Scheduling & Documentation and updating GDSS NLT the Thursday prior to the effective week without requiring an AF IMT 2407. Any changes will be briefed at the Thursday signing meeting.

2.2.5.2. Changes to the signed Weekly Flying and Maintenance Schedule for 19 AW units, and for changes affecting the Daily Master Flying Schedule for 19 AW and Tenant Unit Operations squadrons, occurring after the Thursday signing meeting, in accordance with [Table 2.2](#), will require an approved AF IMT 2407.

2.2.5.2.1. 19 AW Current Operations will initiate all AF IMT 2407's for the addition or deletion of Higher Headquarters tasked missions. Operations Schedulers of flying squadrons will initiate all AF IMT 2407's for operational related changes (e.g., change in fuel, take-off/land times, load requests, etc.). Maintenance Production Superintendents will initiate all AF IMT 2407's for maintenance related changes (e.g., tail swaps, PDM inputs/outputs, etc.). The requesting agency is responsible to ensure coordination/approval with the appropriate agencies.

2.2.5.2.2. AMXS/MXA and operations squadron supervision may coordinate/approve changes to take-off time, land time, configuration, fuel load, and munitions requirements. Any change that will extend the flight time and affect the fix window require OG/CC and MXG/CC approval. For changes affecting load times when LRS has authority, the initiator will ensure coordination with ATOC via email or with the ATOC coordinator. **NOTE:** For lines whose takeoff times slip to the next duty day or beyond, new line numbers will be required from MOCC to preclude replicating line numbers on the Weekly and Daily Master Flying Schedule. An AF IMT 2407 will be required to delete the current day's line, and add the next day's line with the new assigned line number.

2.2.5.2.3. ERCC Line Changes: Any mission that was not previously scheduled to be an ERCC on the signed Weekly Flying and Maintenance Schedule, which will be changed into an ERCC, requires an AF IMT 2407. This will be initiated by the Operations Squadron Scheduler, and will change the mission's land time and remarks to highlight the change.

2.2.5.2.4. All AF IMT 2407s will be filled out completely, to include: name, rank, phone number, and squadron of the initiator; line and mission numbers; date and time initiated; affected equipment (e.g., 6-digit tail number); required change explanation and reasons; and effective date/s. Line numbers will be referenced from the signed Weekly Flying and Maintenance Schedule. New line numbers will be assigned by MOC for Add Lines. Mission numbers can be retrieved when coordinating with 19 OSS Current Operations or Squadron Schedulers.

2.2.5.2.5. The "Informational Only" AF IMT 2407 is the agreed upon method of ensuring inter-agency coordination for situations that do not require an AF IMT 2407 in accordance with AFI 21-101. These situations include: a change to the original printed takeoff or landing time of 15 minutes or less; a change of aircrew names, ranges, or airspace; or a change arising after the first crew ready time for the squadron's current day's scheduled flying window. All changes that meet one or more of these criteria, and previously required a 2407, will require an "Informational Only" AF IMT 2407 to be initiated. The originator will be responsible for acquiring required coordination prior to distributing the AF IMT 2407. Agencies will not delay requested actions while awaiting e-mail distribution of an Informational 2407. Aside from these criteria, all AF IMT 2407s must have appropriate coordination and approval for requested changes to the schedule, and cannot be "Informational Only."

2.2.5.2.6. All changes and updates required in GDSS due to AF IMT 2407 changes, will be made by the 19 AW Operations squadron scheduling sections or 19 OSS Current Operations.

2.2.5.2.7. Plans, Scheduling & Documentation will update the Daily Flying Pages and the weekly checkerboard with any AF IMT 2407 changes and post them on the 19 MXO Shared Drive. 19 OSS Current Operations will verify that GDSS reflects any changes made by Plans, Scheduling & Documentation.

2.2.5.2.8. Once approved or disapproved the 19 OG and 19 MXG approving authority will annotate the AF IMT 2407 with their decision and forward the AF IMT 2407 to the requesting agency. The requesting agency will then compile both approvals and email the final AF IMT 2407 to the LRAFB 2407/19 OG 2407 Distribution routing address. This distribution will include the following recipients, at a minimum: 19 OSS Current Operations, Operations squadron schedulers, Operations squadron Operations Officers, Command Post, Maintenance Operations Center (MOC), Plans, Scheduling & Documentation, Analysis, MXS supervision, LRS supervision, ATOC, AMXS/MXA, and munitions. Approved AF IMT 2407s must have both approval authority annotations prior to being disseminated via the LRAFB 2407 or 19 OG 2407 distribution lists.

2.2.5.2.9. The approval authority is listed below:

Table 2.2. 2407 Approval Authority.

CHANGE	APPROVAL AUTHORITY
ADD A LINE/SORTIE	19 OG CC (or CD) & 19 MXG CC
HHQ ADD/CANCEL	19 OSS & AMU PRODUCTION
CAT CHANGE	19 OG SA & AMU PRODUCTION
FUEL LOAD/CONFIGURATION CHANGE	AS SCHEDULER & AMU PRODUCTION
CHANGES AFFECTING FLY/FIX WINDOW	19 OG/CC/CD & 19 MXG/CC/CD
MUNITIONS REQUEST	AS SCHEDULER & AMU PRODUCTION (Note: Ensure Coord w/ Munitions Control)
ADD ACFT NOT ON SCHEDULE	19 OG CC (or CD) & 19 MXG CC
INTERCHANGE	AS SCHEDULER & AMU PRODUCTION

2.2.5.2.10. AF IMT 2407 requests will not be considered approved until an e-mail with the approval is received from the both Operations and Maintenance approval authorities via the LRAFB 2407/19 OG 2407 routing address. If the initiator requires an immediate response, they may call the approval authority to ask them to process the AF IMT 2407 in their request box. If e-mail is not feasible, use telephones, fax machines, or hand carry for coordination/approval.

2.2.5.2.11. Operations squadrons will use the signed Weekly Flying and Maintenance Schedule as the primary reference to make any necessary changes/inputs the workday prior to the operating day using the AF IMT 2407. Any changes in GDSS and/or GTIMS made after 1600L will not be captured on the next day's schedule unless coordinated via AF IMT 2407.

2.2.6. The Weekly Flying and Maintenance Schedule is the final updated schedule for the next flying day(s). This schedule will contain all changes distributed via AF IMT 2407. The Daily Master Flying Schedule will be generated based on the Weekly Flying and Maintenance Schedule daily, and will contain any additional information not addressed in the Weekly Flying and Maintenance Schedule.

2.2.6.1. The Daily Master Flying Schedule will contain the priority code for any mission that has an actual load (airdrop or training). This priority code will be used when assigning actual loads and load times and during inclement weather to determine if the actual load will be cancelled. It will also be used to determine which lines get actual loads when requests exceed LRS capabilities. The priority codes for these missions are P-1 through P-5, with P-1 being the highest priority. If load priorities change after the Daily Master Flying Schedule are published, Operations squadron Operations Officers (or designated representatives) will coordinate directly with LRS to reflect the updated priority.

2.2.6.2. Little Rock Air Force Base Operations squadron schedulers will use the following guidelines for assigning load priority:

Table 2.3. Load Priority.

PRIORITY LEVEL	MISSION
P-1	WIC Syllabus
P-2	Deployment prep (cert or pro-rated min for currency), All Loadmaster check-rides
P-3	Regaining currency, FTU Loadmaster recommend rides
P-4	FTU syllabus
P-5	Continuation training (AMC & 29 WPS non-WIC, AETC Permanent Party)

NOTE: When loads are required for initial certification on airdrop methods or systems (e.g., LCLA, Joint Precision Air Drop System (JPADS), I-CDS, etc.), these load requests will be considered P-2 due to the high level of coordination and scheduling constraints involved.

NOTE: Operations squadron Operations Officers are the coordination authorities for loads with conflicting priorities within a particular group. OG/CD is the coordination authority for conflicting priorities between groups. The default Load Time Schedule based off of standard takeoff times and TOTs will be the guiding document for de-conflicting same-priority loads with conflicting load times.

NOTE: 19 LRS/Aerial Delivery has the capacity to provide 10 HE and 24 (I)CDS per day. These limits are based on facility size and AFI guidance regarding transport, equipment drying time, and reconstitution time/manning. The number of actual airdrop loads may be increased from the standard 10 HE/24 (I)CDS with prior coordination with 19 LRS/Cape Forecasting. All non-local airdrop missions must be built to accommodate the same day recovery and return of airdrop assets to 19 LRS, unless prior coordination is made via CapeForecasting. This is to guarantee enough reconstitution time for future load requests.

2.2.6.3. Load times are in half-hour blocks. 19 LRS/Port has the capability to load two aircraft every ½ hour. Port will only wait 30 minutes after scheduled load time before moving on to the next scheduled aircraft loading. Aircrew that cannot meet their scheduled load time will coordinate with ATOC to reschedule. ATOC will offer aircrews the option of taking the next available load time or load cancellation.

2.2.7. By 1400L each day, 19 OSS Current Operations should electronically release the next day's Daily Master Flying Schedule under the 19 OSS Current Operations SharePoint. Once 19 OSS Current Operations releases the Daily Master Flying Schedule, Command Post (19 AW/CP) assumes responsibility for the Daily Master Flying Schedule. After the Daily Master Flying Schedule is published, all changes will be made in accordance with below directives.

2.2.8. Changes to the Daily Master Flying Schedule and Maintenance Schedule.

2.2.8.1. The requesting unit will use procedures outlined in "Changes to the Weekly Flying and Maintenance Schedule."

2.2.8.2. All changes and updates to GDSS will be made by the Operations squadron scheduling sections.

2.2.8.3. Load Changes. Changes to actual loads will not be accepted within 2 hours of load time unless the load is a P-1 priority.

2.2.8.4. TOT Changes. For TOT change requests after 1400L for the next day's flying schedule, contact the DZCO at the phone number listed on the Daily Master Flying Schedule cover page.

2.2.9. The Weekly and Daily Master Flying Schedule are directive upon all Little Rock Air Force Base agencies.

2.2.10. The 34 CTS will ensure all GREEN FLAG Little Rock missions are built into GDSS, but the lines will not be included on the Weekly or Daily Master Flying Schedule. These missions will only be included on the Monthly Flying Schedule during 19 AW participation. The 34 CTS will provide 19 OSS Current Operations updates to the exercise GREEN FLAG schedule based on changes in the GFLR schedule (to include weekend flying). This will ensure visibility on exercise operations, regardless of 19 OG participation and give situational awareness to maintenance.

2.3. Mission Numbers and Symbols. 19 OSS Current Operations assigns mission numbers and symbols for Higher Headquarters (HHQ) taskings and JA/ATTs. Squadron schedulers create mission numbers for local and off-station training missions per [Attachment 2](#) of this instruction. 19 OSS Current Operations will include mission numbers on the Daily Master Flying Schedule.

2.4. Mission Support Duties. The 19 AW/CC and tenant unit Commanders will assign duties to support mission requirements; the intent is to share the workload evenly. Specific duties are outlined in [Chapter 4](#).

2.5. Mission Accomplishment. Aircraft commanders (AC) will use the Mission Setup and Recap sheet for documentation.

2.5.1. Daily Flying Summary (DFS). This product will be used by 19 AW Operations squadrons to document mission accomplishment. 19 AW Operations squadron schedulers will upload the previous day's DFS to the 19 OSS Current Operations SharePoint by 0600L every day for analysis and visibility for group leadership.

2.5.2. Events scheduled/accomplished. All local missions and the events scheduled/accomplished, to include out and back JA/ATTs and OSTs (OST events should also be on the OST request form), will be updated immediately after mission completion and reviewed by the ADO or DO prior to the daily 0700L operations/maintenance meeting.

2.6. Mission Priorities. Prioritization of missions is in accordance with CJCSI 4120.02C, Assignment of Movement and Mobility Priority. Little Rock Air Force Base shall support all missions in accordance with this priority listing. When missions have the same priority coding, Team Little Rock priorities are: 1) JCS Priority 1-2 missions (per AMC RDAP Mission Integrated Priority List), 2) 29 WPS PFT and syllabus missions, 3) Wing exercises, 4) check-rides, 5) 314 OG PFT and syllabus missions, 6) local training missions (19 AW, 29 WPS non-WIC missions,

913 AG, and 314 AW permanent party continuation training). Prior to a Snow/Ice event, 19 OSS/OSO will submit the line-by-line priorities, based on the most current Daily Master Flying Schedule, for approval by 19 OG/CC, 189 OG/CC, 913 AG/CC, and 314 OG/CC. Mission support, to include de-icing and snow and ice removal on the airfield, will be provided according to this prioritization. In the event of de-icing equipment failure, the priorities between wings will be determined by 19 OG/CC, 189 OG/CC, 913 AG/CC, and 314 OG/CC.

2.7. Crew Alerts for Off-Station Missions.

2.7.1. 19 AW crews refer to AFMAN 11-2 C-130(J) Vol 3, *C-130(J) Operations Procedures*.

2.7.2. When coordinated by Tenant Unit Commanders, the 19 AW/CP will use the above procedures for Tenant Unit aircrews.

2.8. Spare/Sealed Aircraft. Designated missions may require dedicated, preflighted spares. When a mission requires a preflighted spare, Operations squadrons will notify 19 OSS Current Operations and provide the required configuration. Aircraft are not required to be sealed for wing exercises or an Operational Readiness Inspection (ORI) unless directed by the 19 OG/CC or 314 OG/CC.

2.9. Call Sign Assignment. 19 OSS Current Operations (Tenant Unit Schedulers/Current Operations for Tenant Unit Aircraft) will assign aircraft and formation call signs per CPSG USAF VCS office direction cpsg.usafvcs@lackland.af.mil and AFI 33-217, *Voice Call Sign Program*.

Chapter 3

LOCAL TRAINING

3.1. Local Mission Policies.

3.1.1. Allocation, Distribution, and Adjustment of Sorties. Each month, the 19 OSS/OSO, 62 AS under direction from the 314 OG, 189 AW/OSO, and 913 AG/OSO manage their monthly flying hour programs for their respective base organizations.

3.2. OPCON. Respective Operations Group Commanders have operational control over missions flown by aircrews within their groups. **NOTE:** The 29 WPS/CC has operational control over missions flown by the 29 WPS.

3.3. Command Post. Command Post will coordinate the execution of all local missions. This duty begins when 19 OSS Current Operations releases the Daily Master Flying Schedule on the workday before the mission operating date.

3.4. Drop/Landing Zone Requests.

3.4.1. Drop Zones (DZs). 19 OSS Current Operations will schedule the local DZs for training. 19 OSS Current Operations will change this schedule if required (due to weather, construction, etc.). Any Operations squadron requiring a change from this schedule must coordinate requests through 19 OSS Current Operations.

3.4.1.1. Air drop requests. Reference LRAFB AFMAN 13-204, *Airfield Operations and Local Flying Procedures*, for local drop zones. All unilateral airdrop training should be accomplished at these locations, unless training requirements prohibit local drops.

3.4.1.2. Non-local Airdrop. Due to world-wide shortage of critical components, 19 LRS Heavy Equipment Airdrop Loads will be used on local DZs only, unless pre-coordinated with 19 LRS Cape Forecasting and 19 OSS Current Operations. Due to low recovery rates, Standard Airdrop Training Bundles (SATB) will be limited to no more than 15 off station at any given time unless units fund their own SATBs (these can still be rigged by Aerial Delivery). Non-local drops must be accounted for in the daily airdrop request totals.

3.4.2. DZ/LZ schedule. Reference the 19 OSK DZ/LZ quarterly schedule as the controlling document for the local drop zone/landing zone schedule. This document can be found on the 19 OSK Sharepoint and can be located via the following link: <https://usaf.dps.mil/teams/11329-KLRF-Planners/default.aspx>. The 19 OSO Long-Range Schedule and Daily Master Flying schedule also depict which drop zones and landing zones will be available for operations.

3.4.2.1. All-American Landing Zone (AALZ). All locally assigned aircrews (314 AW, 913 AG, and 189 AW included) are authorized to make assault landings and takeoffs on AALZ subject to crew qualification, aircraft operating restrictions, LZCO/LZSO availability, and fire, crash, and rescue protection requirements. AALZ operates on a “first come, first served” basis, but will be limited based on number of aircraft, range availability, and LZCO/LZSO availability. Normally, AALZ is available Monday, Thursday and Friday during the day and Tuesday and Wednesday night. Check with 19 OSS Current Operations for updated information and CFR availability.

3.4.2.2. Arkansas International Airport (KBYH - Blytheville) Blytheville DZ (BVDZ)/ Blytheville LZ (BVLZ). Locally assigned aircraft may conduct airland and tactical airdrop training at KBYH. Reference the 19 OSK DZ/LZ schedule for KBYH availability. For cancellations the day of the mission, the aircraft commander is responsible for notifying the KBYH Airfield Manager.

3.4.2.3. Herk DZ (HKDZ), Ranger Rick DZ (RRDZ), and Cole LZ. Locally assigned aircraft may conduct airland and tactical airdrop training at the above mentioned locations. Reference the 19 OSK DZ/LZ schedule for availability. For cancellations the day of the mission, the aircraft commander is responsible for notifying the DZCO/LZCO.

3.4.2.4. JAX DZ. Locally assigned aircraft may conduct tactical airdrop training at JAX DZ. Requires 19 OG/CC approval via ESSS process for use. Primarily used for personnel airdrop completed prior to 0930L. For cancellations the day of the mission, the aircraft commander is responsible for notifying the DZCO.

3.5. Drop Zone Adverse Weather Procedures.

3.5.1. During periods of rain, snow, or ice accumulation, it may become advisable to discontinue airdrop of Heavy Equipment (HE) platforms and/or Container Delivery System (CDS) loads on local DZs in order to keep a sufficient supply of dry parachutes available for subsequent airdrops and to prevent pilfering of items that cannot be removed.

3.5.2. Aerial Delivery will inspect the drop zone twice daily for the ability to recover loads from the DZ, once before the morning airdrops and again before the afternoon/evening airdrops. The 19 OG/CC (or designated representative) may request additional inspections. ATOC will notify Command Post (CP) immediately if the DZ has been declared unrecoverable. Once the DZ has been declared unrecoverable, it will remain unrecoverable until reassessed before the next airdrop period. As soon as practical, CP will inform the 19 OG/CC (or designated representative), 19 OSS Current Operations, 62 AS Operations Supervisor, 189 OG Foxtrot, and the 913 AG Operations Supervisor.

3.5.2.1. Waiver procedures: The 19 OG/CC or designated representative is the decision authority to approve waivers for airdrop of actual loads on an unrecoverable DZ. 19 OSS will closely coordinate with 19 LRS to ensure approved waivers do not exceed the capability to meet the subsequent days' scheduled requirements due to an inability to recover and reconstitute airdrop platforms.

3.5.2.2. When the DZ is declared unrecoverable, the 314 OG and 189 OG are authorized a blanket waiver to drop 3 HE and 12 CDS bundles. The respective unit scheduling offices must coordinate amongst themselves to ensure the 3/12 number is not exceeded without a waiver. All other requests to drop on an unrecoverable DZ will be sent to 19 OSS Current Operations (19 AW/CP if after regular duty hours) who will then notify the 19 OG/CC or designated representative for action.

3.5.3. If airdrops have begun and either Aerial Delivery or the DZCO realizes the DZ has become unrecoverable, they will immediately inform ATOC and/or 19 AW/CP. 19 AW/CP will contact the 19 OG/CC, each local Operations squadron, 62 AS Operations Supervisor, 189 OG Foxtrot as well as any airborne formation and inform them that aircrews can only drop SATBs.

3.5.4. Aircraft loading when the DZ is unrecoverable: Only aircraft that are approved to conduct airdrops, either under the 314 OG blanket waiver or 19 OG approved waivers, will be loaded according to their scheduled load time or at the next available load time following waiver approval.

3.5.5. Special load requests when the DZ is unrecoverable: On days without active precipitation, the Squadron Operations Officer may request aircraft be loaded to facilitate Loadmaster training requirements. Squadron Operations Officers must notify ATOC NLT 30 minutes prior to their scheduled load time. Loads to facilitate Loadmaster training will still require a 19 OG/CC waiver to airdrop on an unrecoverable DZ. Squadron Operations Officers will ensure that aircraft commanders do not drop actuals without a waiver.

3.6. Quiet Hours Requests. Will be accomplished in accordance with LRAFB AFMAN 13-204. Requests should be received by 19 OSS Current Operations NLT 3 weeks prior to the event. This will allow for enough time for the coordination/approval process.

3.7. Overflying Scheduled Landing Time. The respective AMU's Production Superintendent (through MOC) is the approval authority for missions flying more than 30 minutes beyond scheduled landing time. For AETC squadrons, the Squadron Operations Superintendent will be available to relay student training priorities.

Chapter 4

MISSION SUPPORT DUTIES

4.1. General. Mission support duties consist of Drop Zone Control Officer (DZCO), Landing Zone Safety Officer (LZSO), Joint Airdrop Inspections (JAI), Operations Supervisor and Command Post.

4.2. Drop Zone Control Officer (DZCO) and Landing Zone Safety Officer (LZSO). DZCO/LZSOs will be required to augment any dedicated DZ/LZ personnel when mission tasking exceeds the availability of dedicated personnel. If dedicated personnel are unavailable, DZCO/LZSOs will perform all required DZ/LZ support functions. For dedicated training, the units using the DZ/LZs will be required to provide DZCO/LZSOs (e.g., weekend training missions). DZCO/LZSO augmentee training is required in accordance with DAFMAN 13-217, *Drop Zone and Landing Zone Operations*. Guidance for training requirements will be provided by 19 OSS/OSK. Squadrons will determine personnel requirements for maintaining DZCO/LZCO capability.

4.2.1. Tasking. When required due to DZCO support limitations, any Current Operations office may task their respective Operations squadrons to provide DZCOs. This tasking will be reflected on the Weekly Master Flying Schedule. The tasked squadron will coordinate with 19 OSS/OSK or 314 OG/OGK to ensure DZCO training requirements are complied with.

4.2.2. Training. 19 OG/ 314 OG Tactics (19 OSS/OSK / 314 OG/OGK) will coordinate DZCO training for 19 AW/ 314 AW/ 913 AG / 189 AW personnel.

4.3. Joint Airdrop Inspections (JAI). The JAI office is managed by 19 OSS/OSKJ and coordinates all joint airdrop inspections for units on Little Rock Air Force Base not including the 189 AW which performs its own JAI. The 19 AW provides JAI inspectors authorized to inspect all types of airdrop loads (local and off-station) and the 314 OG provides JAI augmentation, when required, but is restricted to inspecting only local training airdrop loads. The 314 OG will maintain 20% of its qualified C-130 loadmasters as certified JAIs. Loadmasters will not be required to remain current in JAI duties. When requested by the 19 OG/CC, the 314 OG will assign JAI augmentees to 19 OSS/OSK as on-loan personnel and loadmasters will be provided just-in-time training to regain JAI currency. The number of augmentees and duration of assignment will be specified in the request to 314 OG/CC. Augmentees will conduct joint airdrop Before Loading and After Loading inspections for all Little Rock Air Force Base units. The priority for JAI inspections is aligned with load priorities in [para. 2.2.6.2](#). **NOTE:** 19 AW participation in GFLR requires Little Rock Air Force Base JAI personnel to deploy to Alexandria, LA in support of the JA/ATT requirement.

4.4. Command and Control. 19 AW Command Post is the primary command and control agency for Little Rock Air Force Base.

4.5. Mission Support Scheduling. To maintain positive control of mission support duties, all base agencies involved with mission execution will provide an on-call point of contact to Command Post.

Chapter 5

PREPARATION OF MISSION AIRCRAFT

5.1. Weekly Flying and Maintenance Schedule. The Weekly Flying and Maintenance Schedule will be utilized as the source document for fuel loads, cargo compartment configurations, additional equipment configurations, loads, load times, and specific remarks, as applicable. Operations squadrons, 19 LRS, and Aircrew Flight Equipment (19 OSS/OSL) organize their efforts to meet these requirements. Agencies requesting changes must notify 19 OSS Current Operations and Command Post in accordance with [Chapter 2](#).

5.2. Aircraft Loading.

5.2.1. Loadmaster scheduler for the day will e-mail Cape Forecasting, via the 19 LRS/LGRA Scheduler distro box, [19lrs@lgra.scheduler@us.af.mil](mailto:19lrs@lgra.scheduler.us.af.mil), with requests for the next day's airdrop load types and times (along with email, verbal confirmation from Cape Forecasting is required). Include squadron name, mission alias, load time, type of load requested, and priority in accordance with [Chapter 2](#). (e.g., 62 AS P01, 0730 load time, HE, CDS, priority 2; 41 AS H3 NTAC 2, Line 12, 1800 load time, CDSx6, priority 3). E-mail/Call Cape Forecasting between 0730L and 0900L each day with the request.

5.2.1.1. After requests are received by Cape Forecasting from all squadrons, Cape Forecasting will prioritize requests and will notify affected load schedulers with changes to their requests. Once the changes are agreed upon, Cape Forecasting will email a copy of the Load Scheduling Sheet to each Operations squadron scheduling office and will upload a copy to the Daily Master Flying Schedule Folder on the 19 OSS Current Operations SharePoint; this copy will be the final load schedule for the day. Cape Forecasting should send the final load schedule to the squadrons by 1000L, so they can input loads and load times to GDSS prior to 1100L. Load Schedulers must contact Cape Forecasting with any further changes. Any changes made after 1100L will require an AF IMT 2407. Discrepancies and conflicts that cannot be readily resolved should immediately be forwarded to 19 OSS Current Operations for resolution.

5.2.1.2. Loadmasters will make every effort, without compromising training, to be ready to upload at the start of load time. See [paragraph 2.2.6.3](#) for ATOC expectations during delayed loading.

5.2.1.3. Loadmasters will contact ATOC at least one hour prior to scheduled load time to confirm load plan and load time (exception: SATBs) and they will be at the aircraft 30 minutes prior to scheduled load time to sign for the load plan.

5.2.2. Load time for HHQ missions will be NLT 2-hours prior to scheduled takeoff or as established by 19 OSS Current Operations. See [Attachment 5](#) "Standard Timeline" for sequence of events for load time.

5.3. Aircraft Configuration. AFMAN 11-2C-130(J) Vol 3, Addendum A, *C-130(J) Operations Configurations*, establishes the cargo compartment configurations for the C-130J and applies to all organizations charged with configuring and operating aircraft. The Weekly Master Flying Schedule lists the configuration code for each scheduled line; default configuration is TAC-1.

5.4. Aircraft Offload.

5.4.1. Aircrews will notify Command Post 30 minutes out (as mission conditions permit) with inbound information in accordance with AFMAN 11-2C-130(J) Vol 3. Command Post will notify ATOC with tail number, estimated landing time, and offload/fleet service requirements. When the aircraft lands, Command Post will contact ATOC and 19 LRS/LGRDDO (Vehicle Operations) with crew transportation requirements.

5.4.2. Offload priority will be in order of 1) Operational Missions, 2) Planned EROs per the Daily Master Flying Schedule, 3) by order of aircraft land times. Departing aircraft take priority over terminating aircraft.

5.4.3. Engine Running Onload/Offloads (ERO) are authorized at Little Rock Air Force Base. Planned EROs should be annotated in GDSS or GTIMS and coordinated with ATOC and Base Ops no later than the day prior to the flight. Requests made the day of flight for an ERO before mission termination must be coordinated through Command Post no later than 30 minutes prior to landing.

5.4.4. Port will make every attempt to download the aircraft immediately after blocking in. The ATOC ramp coordinator will meet the aircraft and inform the aircrew loadmaster when an offload crew will be available. A loadmaster will be present at the aircraft at scheduled download time (crew duty day permitting).

5.5. High Altitude, Low Opening (HALO) Support Kits. The 19th Aircraft Maintenance Squadron Support Section (19 AMXS/MXASD) maintains, controls, delivers, and picks up HALO kits at the aircraft for the 19 AW. The kit consists of two oxygen bottles, two carrying straps, and three 6-foot extension hoses. A minimum of six kits will be available as well as four additional hoses. Aircrews will sign for receipt of the kits and remain accountable for them until returned to the Maintenance Support Section personnel at the aircraft upon mission termination.

5.6. Container Delivery System (CDS) Kits. 19 AW, 314 AW, 913 AG, and 29 WPS are responsible for accountability and maintenance of CDS kits. They will ensure all knives are sharp and all parts serviceable. Squadrons will maintain a sufficient number of CDS Kits to support both local training and HHQ missions. The JAI shop (19 OSS/OSKJ) will maintain one double kit in its truck for use as a parts kit to replace parts from squadron CDS kits that break at the aircraft. The Operations squadrons will replace parts from the JAI kit with parts of similar condition. Squadrons will write individual implementation procedures to be incorporated into respective squadron operating policies. Users have responsibility for providing CDS gates. The Aerial Operations Flight (19LRS/LGRA) will provide Type 26 nylon webbing CDS gates for local training.

5.7. JPADS Equipment. 19 OSS/OSK Mission Planning System Support Representatives (SSRs) are the POCs for JPADS HAMP kits (mission planning computers and dropsondes); 19 AMXS/MXAASC and 19 AMXS/MXABSC are the POCs for LRUs; 19 LRS Cape Forecasting is the POC for AGUs & FireFlies. Squadron schedulers will ensure the 19 MXO/MXOOP Plans, Scheduling & Documentation annotates JPADS in the Daily pages at the Wednesday 0900L Operations/Maintenance meeting. Operations squadron schedulers will also coordinate drop times and airspace for JPADS with 19 OSS Current Operations and ensure Drop Altitude and requested DZ are annotated in GDSS or GTIMS NLT 1100L day prior to the flight.

Chapter 6

HIGH INTEREST MISSIONS

6.1. General. High Interest Missions include:

- 6.1.1. AMC CLOSE WATCH and CLOSE HOLD missions.
- 6.1.2. Missions transporting officers in the grade of O-6 or higher, civilians of comparable grade, or civilian dignitaries.
- 6.1.3. Local aerial demonstrations. Refer to AFI 11-209.
- 6.1.4. Any mission identified as such by the 19 OG/CC, 913 AG/CC, 314 OG/CC, and 189 OG/CC.

6.2. Duties:

- 6.2.1. 19 OSS Current Operations will supervise the coordination of high interest missions and identify the missions and backup missions in the Weekly Master Flying Schedule as well as the Long Range Flying Schedule. The appropriate agency provides 19 OSS Current Operations with information and specific requirements necessary for mission set-up.
- 6.2.2. Command Post will flight follow High Interest missions and approve deviations as appropriate. Command Post will use these procedures for 314 AW aircraft when requested by the 314 AW/CC.
- 6.2.3. Protocol (19 AW/CCP) or Public Affairs (19 AW/PA) will make transportation arrangements to move VIPs and party to/from the aircraft.
- 6.2.4. The aircraft commander will verify appropriate rank designation plaques are on the aircraft and verify whether offload will be with engines running or shutdown. If directed to park in front of Base Operations (Zulu rows), minimize noise by shutting off the GTC/APU and avoid use of external power, unless electrical power is required.

Chapter 7

ALFA STANDBY

7.1. Tasking. The 618 AOC C-130 Barrelmaster (618 AOC/AADC) will direct the 19 AW to establish an ALFA Standby Force through Command Post or 19 OSS Current Operations. The agency receiving notification obtains information on the legal for alert (LFA) time, exact crew requirements and qualifications, anticipated mission, length of TDY, and the expected length of time the crew will be in ALFA Standby.

7.2. 19 OSS Current Operations will:

- 7.2.1. Notify Command Post if it receives a tasking from 618 AOC.
- 7.2.2. Select and notify an Operations squadron.
- 7.2.3. Assist the Operations squadron in coordinating actions.
- 7.2.4. If possible, provide a frag to the Operations squadron with mission number and itinerary (because the actual GDSS cut may be delayed). If time and workload permit, assist the Operations squadron in generating computer flight plans.
- 7.2.5. Notify 19 OSS/OSA and 19 OSS/OSW of LFA times, so the airfield and tower will have situational awareness.
- 7.2.6. Notify 19 OSS/OSL (Aircrew Flight Equipment) of any requirements for aircrew equipment.

7.3. Command Post will:

- 7.3.1. Run the appropriate ALFA alert checklist.
- 7.3.2. When notified that the base is supporting an ALFA alert, maintain 24-hour operations on all launch support agencies.

7.4. Operations squadrons will:

7.4.1. Ensure primary aircraft is preflighted by the primary aircrew. If timing does not allow, a separate preflight crew will preflight both the primary and spare aircraft, as required, once aircraft are released by MXG.

7.4.1.1. Maintain a continuity folder for ALFA alerts containing:

7.4.1.1.1. ALFA alert checklists for Squadron Duty Officer and aircrew. See [attachment 4](#).

7.4.1.2. A generic DD Form 1801 for ready transmission to base operations for both of the options listed below. If no other flight plan is received, Aircrew will file these flight plans and refile updates once airborne.

7.4.1.2.1. ALFA EAST: FL190, 320 KTAS, IFR, LIT, J66, MEM, J66, LIT, to LRF, DIST: 250, ETE: 1+15, FUEL: 6+30, REMARKS: ALFA EAST.

7.4.1.2.2. ALFA WEST: FL200, 320 KTAS, IFR, LIT, J6, OKC, J6, LIT, to LRF, DIST: 600, ETE: 2+00, FUEL: 6+30, REMARKS: ALFA WEST.

7.4.2. Form an aircrew and place it in pre-departure crew rest, giving LFA time, proposed mission itinerary and duration, load, and mobility requirements, as available.

7.4.3. Provide Command Post with an Aircrew Mission Setup Sheet with names and phone numbers of aircrew and crew chiefs.

7.4.4. Provide copies of computer-generated flight authorization, Mission Setup and Recap sheet, (or suitable substitute in the mission kit) and copies of crew chief orders in the Aircrew Brick.

7.4.5. Provide a replacement crew and a preflight crew, when directed.

7.4.6. Squadron Duty Officer (or designated representative) will:

7.4.6.1. Meet the crew at the Operations squadron and provide assistance.

7.4.6.2. Fax flight plans to Base Operations when the crew is alerted and ensure ATOC, Fleet Service, and the Flight Kitchen are aware of the launch time.

7.4.6.3. Transport the crew to the aircraft and collect the DD Form 365-4, VQ room keys, cellular phones, and vehicle keys to return them to the appropriate agency.

7.5. Maintenance will:

7.5.1. Select a fully mission capable aircraft configured per the tasking directive and provide a winch (-21 supplies the milk stool).

7.5.2. Provide a spare aircraft, if tasked. The spare aircraft will remain sealed until released by 19 MXO/MOC.

7.5.3. Provide required crew chiefs, coordinated through the tasked squadron. Crew Chief(s) will be available to launch with the aircraft within 1 hour of alert.

7.5.4. Notify the Operations squadron Duty Officer when the ALFA aircraft is ready for aircrew preflight.

7.6. Aircrew will:

7.6.1. Preflight their assigned aircraft, time permitting, before entering crew rest. All normal preflight activities should be accomplished, including positioning of headsets/helmets, charts, publications, etc.

7.6.2. Fill out a meal order sheet and fax it to the flight kitchen prior to entering crew rest (Suggestion: ALFA Alert meal should contain all non-perishable items to prevent any spoilage and aid in quick delivery to the aircraft). MREs will be provided as a second meal for flights longer than 4 hours, when suitable. These will be provided by Flight Kitchen.

7.6.3. Sign canned DD Form 1801s (for east and west).

7.6.4. Pick up vehicles and mobile phones at Operations squadron.

7.6.5. Retrieve weapons, if required, and secure pro gear, COMSEC, and weapons.

7.6.6. Remain within 15 minutes of the aircraft (on base), wear flight suits throughout tour of duty, and carry personal/professional bags when not at lodging.

7.6.7. Maintain communications with Command Post at all times.

7.7. 19 FSS will:

7.7.1. Provide the required number of crew quarters when 19 OSS Current Operations advises that an ALFA Standby Force is being established. If housekeeping service is required to prepare room, complete within 2 hours.

7.7.2. Process flight meal requests and provide MREs when required.

7.8. 19 LRS will:

7.8.1. 19 LRS/Fleet Service will deliver water jugs, expendables, and meals to the aircraft NLT 45 minutes prior to scheduled block time.

7.8.2. 19 LRS/LGRDDO will furnish two passenger vehicles to the ALFA Standby crew and deliver the vehicles to the squadron where the crew will pick them up. They will provide vehicles within 1 hour of notification (for short-notice taskings).

7.9. Alert Phase.

7.9.1. Command Post receives alerting orders, destination, and other mission details from 618 AOC. They will immediately notify the aircrew, the launch control officer, maintenance operations center (MOC), airfield management, weather, Flight Kitchen, and ATOC (who will notify Fleet Service). After ensuring predeparture actions are progressing satisfactorily, CP will notify 19 AW/CC, 19 OG/CC, 19 MXG/CC, and 19 MSG/CC, 19 OSS Current Operations, and the Operations squadron.

7.9.2. The Aircraft Commander is responsible for alerting tasked FCC's.

7.10. Entering/Replacing ALFA Standby Aircraft. Aircrews and maintenance personnel who require access to sealed aircraft will contact Command Post, who will coordinate with 19 MXO/MOC for clearance. They will use the terminology "Request permission to enter ALFA sealed aircraft."

7.10.1. After completing maintenance action, MOC will notify the production superintendent to reseal the aircraft. Inform Command Post once the aircraft is resealed.

7.10.2. If the original ALFA Standby aircraft is discovered to be not mission capable or not crew ready and no replacement is immediately constituted, Command Post will notify 618 AOC/AADC of the degradation of the ALFA Standby Force.

7.10.3. If the ALFA Standby aircraft must be replaced or re-preflighted, make every effort to utilize a dedicated preflight crew. If a preflight crew is unavailable, in accordance with AFMAN 11-2 C-130(J) Vol 3, preflights done during normal waking hours do not interrupt crew rest.

7.10.3.1. Begin the preflight within 1 hour of notification.

7.10.3.2. Upon completion of preflight, the preflight crew seals the aircraft and notifies Command Post through the Maintenance Operations Center (MOC).

7.10.3.3. Do not release the original aircraft until the preflight of the replacement aircraft is complete and it is sealed.

7.11. Spare Aircraft. 618 AOC may direct that a backup aircraft be provided. If one is not required, the 19 OG/CC, in coordination with 19 MXG/CC, may direct a backup aircraft be configured to support the ALFA alert. MOC directs actions to comply with this requirement.

7.12. Response Time.

7.12.1. The ALFA Standby Force (an aircrew and aircraft) must takeoff within one hour of launch notification. See [Attachment 4](#) "ALFA Alert Checklist" for details.

Chapter 8

BRAVO STANDBY

8.1. Tasking. 618 AOC directs the 19 AW, through either Command Post or 19 OSS Current Operations, to establish a BRAVO Standby Force. The agency receiving the original tasking will determine the desired LFA time, the exact crew requirements and qualifications, the anticipated mission itinerary, the load, the length of the TDY, and the length of the alert force commitment.

8.2. 19 OSS Current Operations will:

8.2.1. Notify Command Post if it receives a tasking from 618 AOC.

8.2.2. Select and notify an Operations squadron.

8.2.3. Assist the Operations squadron in coordinating actions.

8.2.3.1. If possible, provide a frag to the Operations squadron with mission number and itinerary (because the actual GDSS cut may be delayed). If time and workload permit, assist the Operations squadron in generating computer flight plans.

8.2.3.2. Notify 19 OSS/OSA and 19 OSS/OSW of LFA times, so the airfield and tower will have situational awareness.

8.2.3.3. Notify 19 OSS/OSL (Aircrew Flight Equipment) of any requirements for aircrew equipment.

8.3. Command Post will: Run the appropriate BRAVO alert checklist.

8.4. Operations squadrons will:

8.4.1. Form an aircrew and place it in pre-departure crew rest and determine LFA time, proposed mission itinerary and duration, load, and mobility requirements, as available. If required, direct aircrew to pick up mobility bag prior to entering crew rest.

8.4.2. Ensure primary aircraft is preflighted and sealed by the primary aircrew. If timing does not allow, a preflight crew will preflight both the primary and spare aircraft once the aircraft is released by MXG.

8.4.3. Provide Command Post with an Aircrew Mission Setup Sheet with names and phone numbers of aircrew and crew chiefs.

8.4.4. Provide copies of computer-generated flight authorization, Mission Setup and Recap sheet (or suitable substitute in the mission kit), and copies of the crew chiefs' orders in the Aircrew Brick.

8.4.5. Provide a replacement crew when directed.

8.4.6. Provide a preflight loadmaster to preflight the BRAVO Standby aircraft, if required.

8.4.7. Notify squadron maintenance section of flying crew chief requirement, if required.

8.5. Maintenance will:

8.5.1. Provide aircraft and spares per mission requirements.

8.5.2. Select a fully mission capable aircraft configured per the tasking directive and provide a winch (-21 supplies the milk stool).

8.5.3. Provide required flying crew chiefs, coordinated through the tasked squadron.

8.5.4. Notify squadron when the BRAVO Standby Aircraft is ready for aircrew preflight.

8.6. Aircrew will:

8.6.1. Fill out a meal order sheet and fax it to the flight kitchen prior to entering crew rest. MREs will be provided as a second meal for flights longer than 4 hours, when suitable. These will be provided by Flight Kitchen.

8.6.2. Retrieve weapons, if required, and secure pro gear, COMSEC, and weapons.

8.6.3. Maintain communications with Command Post at all times.

8.7. 19 FSS will: Process flight meal requests and provide MREs.

8.8. 19 LRS (Fleet Services) will: Deliver water jugs, expendables, and meals to the aircraft NLT 45 minutes prior to scheduled block time.

8.9. Alert Phase.

8.9.1. Command Post receives alerting orders, destination, and other mission details from 618 AOC or 612 AOC and alerts the aircrew at the required time. In addition, Command Post will notify the Squadron Duty Officer, maintenance operations center (MOC), airfield management, weather, Flight Kitchen, and ATOC (who will notify Fleet Service). MOC will notify the AMU. After ensuring pre-departure actions are progressing satisfactorily, CP will notify 19 OG/CC, 19 MXG/CC, 19 OSS Current Operations, and the Operations squadron.

8.9.2. 19 MOS/MOC is responsible for alerting tasked FCC's.

8.10. Entering/Replacing BRAVO Standby Aircraft.

8.10.1. Aircrews and maintenance personnel who require access to sealed aircraft will contact Command Post, who will coordinate with 19 MOS/MOC for clearance. They will use the terminology "Request permission to enter BRAVO sealed aircraft."

8.10.2. After completing maintenance action, MOC will notify the production superintendent to reseal the aircraft. Inform Command Post once the aircraft is resealed.

8.11. Backup Aircraft. 618 AOC may direct that a backup aircraft be provided. If one is not required, the 19 OG/CC, in coordination with 19 MXG/CC, may direct a backup aircraft be configured to support the BRAVO alert. MOC directs actions to comply with this requirement.

8.12. Response Times.

8.12.1. The BRAVO Standby crew must takeoff within 3+00 hours after launch notification.

8.12.2. Aircrew showtime is 1+00 hours after Command Post alerts the aircraft commander.

8.12.3. Command Post should alert all base launch support agencies within 15 minutes of aircraft commander alert.

8.12.4. Command Post will notify 19 AW/CC, 19 OG/CC, 19 MXG/CC and 19 MSG/CC after Crew is alerted and launch support agencies are notified.

Chapter 9

WING STANDBY

9.1. Control and Launch Authority. The 19 AW/CC (314 AW/CC for 314 AW assets) has control and launch authority over the Standby crew through Command Post.

9.2. Alert Procedures. Command Post notifies the appropriate squadron, MOC, and base weather upon receipt of alerting order from the 19 AW/CC. Use 3+15 from alert to takeoff unless otherwise directed.

9.3. Reconstitution. Squadrons need not reconstitute the Standby Force if the original crew is alerted. Report changes in Standby crew member status to Command Post.

9.4. Extension to Bravo Alert Status. The 19 AW/CC (314 AW/CC for 314 AW assets) may enter the Standby crew into BRAVO Alert status when subsequent HHQ tasking directs a BRAVO Alert aircrew. Duration of the BRAVO alert is limited based on when the crew is entered into Wing Standby posture.

9.5. Standby Force Directives. Refer to AFMAN 11-2 C-130(J) Vol 3 for Standby Force details.

Chapter 10

MISSION COMMANDER (MC)

10.1. Purpose. This chapter applies to higher headquarters and other off-station missions. It amplifies the duties of the Mission Commander found in AFMAN 11-2 C-130(J)(J) Vol 3v3. During ORI/base exercises, base staff agencies perform the majority of the actions detailed below.

10.2. Mission Commander Selection. AFMAN 11-2 C-130(J) Vol 3 contains requirements for MC selection. Additionally, an MC is required any time two or more 19 AW aircraft go off-station for the same TDY mission, whether or not they are flying formation. For all other missions, the AC performs MC duties. The designated primary squadron selects the MC following receipt of the long-range schedule or notification by 19 OSS Current Operations. When the selected MC is not available, the squadron designates a mission planner to collect relevant mission data from 19 OSS Current Operations in order to effectively plan the mission. The MC's involvement in the planning phase of the mission is the major driver to overall success.

10.3. Mission Commander Responsibilities:

10.3.1. The mission commander is responsible for determining:

10.3.1.1. Aircraft configurations

10.3.1.2. Mission duration

10.3.1.3. Positioning and deposition schedule

10.3.1.4. Crew requirements

10.3.1.5. Host base support

10.3.1.6. Organic support required

10.3.1.7. Local training at TDY site

10.3.1.8. Any other items requiring long lead times

10.3.1.9. Coordinate with 19 OSS/OSK for route approval, DZ and LZ suitability/surveys, mosaics, and overlays for mission planning.

10.3.2. 19 OSS Current Operations coordinates departure and host base support based on the MC's inputs, host base letters of agreement, and the judgment of the mobility plans specialist. Consult AMC OPOD 17-76, Joint Airborne/Air Transportability Training for any host base specific requirements on JA/ATT missions.

10.3.3. The MC, in coordination with 19 OSS Current Operations and 19 LRS/LGRDX (Deployment Control Center), is the authorized direct liaison with representatives of the user and other participating airlift wings, as applicable.

10.3.4. Mission Commanders for GREEN FLAG Little Rock operations will be selected NLT 60 days prior to exercise. This allows time for coordination with 34 CTS on requirements and desired training objectives prior to the D-45 conference.

10.3.5. The MC is responsible for maintaining good order and discipline for all airmen who are TDY for a mission. The MC will set clear expectations for personnel, both for the mission itself as well as for conduct during crew rest and off-hours. The MC will notify appropriate leadership of any deviations from regulations concerning mission execution or standards of conduct for Air Force personnel.

10.4. Mission Execution Phase. The MC is charged with taking actions to ensure success of the mission. In order to do this, the MC is the senior 19 AW representative for the mission. The MC will calculate ORM every day that mission requirements are executed while TDY and coordinate for appropriate approval commensurate with risk levels outlined on ORM worksheets.

10.5. Aircraft Redeployment.

10.5.1. Aircraft off station on 618 AOC missions must be promptly returned to home station to meet subsequent scheduled events. MCs inform Command Post of all changes to aircraft return times.

10.5.2. Before departure, the MC will determine the priority of returning aircraft and a return no later than date.

10.5.3. The 29 WPS coordinates with 19 MXO/MXOOS, as applicable.

Chapter 11

OFF-STATION TRAINING MISSIONS

11.1. General. The following instructions govern 19 AW off-station training missions.

11.2. Policies.

11.2.1. Commanders are reminded that all off-station training flights must meet valid training requirements and present a positive image of the Air Force. As such, expected training events to accomplish will be annotated on the OST request form.

11.2.2. Space-Available passengers and cargo. The purpose of off-station trainers is training. Space-A passengers and cargo will be allowed provided they do not detract from the mission. ATOC will calculate tentative seat release from available load plans and mission remarks. The aircraft commander (or designated representative) will provide a tentative seat release to ATOC 5 hours prior to departure, and a firm seat release 3 hours prior to departure for Space A passengers.

11.2.3. Requirements for non-local airdrops are found in [para 3.4.1](#).

11.3. 19 AW Approval Process.

11.3.1. CONUS Training Missions.

11.3.1.1. Any training mission that is scheduled to remain overnight (RON) off-station must receive 19 OG/CC and 19 AMXS/DO approval. Training missions not scheduled to RON at an out base (i.e. out-and-back) do not require approval. All off-station trainer (OST) requests are considered RON. See [Chapter 2](#) for scheduling and approval requirements. 19 OSS Current Operations will route OST requests through the 19 OG/CC and 19 MXG/CC. The Operations Squadron Commander, Operations Officer, or designated representative will brief the proposed mission in more detail upon request from the 19 OG/CC. For more detailed requirements, reference AFI 11-207, *Combat Aircraft Delivery*.

11.3.1.2. For requests within the 30-day deadline, the squadron CC/DO will contact the 19 OG/CC directly for tentative approval. If approved, provide the OST request to 19 OSS Current Operations who will then route the information back through the 19 OG/CC for 19 AW/CC approval.

11.3.2. Out of CONUS (OCONUS) Training Missions. OCONUS trainers require AMC/A3 approval. The Operations squadron will provide an electronic Staff Summary Sheet (E-SSS) with a detailed itinerary and PowerPoint deployment slides to 19 OSS Current Operations NLT 21 days prior to departure. Contact 19 OSS Current Operations for routing details and briefing details. 19 OSS Current Operations will forward the request to the 19 AW/CC through the 19 OG/CC. The Operations Squadron Commander or Operations Officer will brief the proposed mission in more detail, if requested. For more detailed requirements reference AFI 11-207.

11.3.3. Requests to conduct additional training on Channel missions, SAAMs or JA/ATTs must be coordinated in accordance with AFMAN 11-2 C-130(J) Vol 3, 19 OG Supp; AFI 11-401, *Aviation Management*; AMCI 11-208, *Tanker/Airlift Operations*; and AFI 11-209 (if required). The AC/MC will ensure the Operations squadron Operations Officer or Commander has been thoroughly briefed on the training profile. Once approved, 19OSS/OSO will provide a separate mission number for sorties executing training if required.

Chapter 12

JOINT AIRBORNE/AIR TRANSPORTABILITY TRAINING (JA/ATT) MISSIONS

12.1. General. This guidance governs the operation of all personnel and aircraft assigned to the 19 OG. 19 OSS Current Operations supports JA/ATT contracting and planning for both the 19 OG and 314 AW. 29 WPS, 189 AW, and 913 AG contract and plan their own JA/ATTs.

12.2. Procedures.

12.2.1. 19 OSS Current Operations will contract JA/ATT missions for the 19 AW in accordance with airframe availability, flying hour requirements, and the training priorities set by 19 OG/CC and Operations squadron operations officers. The 19 OSS Current Operations JA/ATT Coordinator will determine which JA/ATTs best meet all requirements, contract specific JA/ATTs using the JA/ATT Management System (JMS), and publish them in the long range scheduling calendar. The individual JA/ATTs will be assigned to the Operations squadrons at regular meetings with the individual Operations squadron Operations Officers.

12.2.2. The 314 AW Operations squadrons will contact 19 OSS Current Operations with specific joint training requests. The JA/ATT coordinator determines the best mission to support the requested training and timeline. If required, the tasked Operations squadron will designate a mission commander who will plan the JA/ATT in accordance with the guidelines presented in [Chapter 10](#) of this publication.

12.2.3. Add-on JA/ATTs. The 19 OSS Current Operations is able to contract JA/ATTs at any time using JMS (for 19 OG assets, prior coordination with 19 AMXS/DO, SQ/DOs, and PSD is required). If any 19 OG or 314 OG squadron has a joint training request, contact the JA/ATT coordinator and he/she will find a mission to best support their request.

12.2.4. The 34 CTS builds GREEN FLAG Little Rock missions in JMS. 19 OSS Current Operations will contract a local unit NLT 60 days prior to exercise when it is determined a 19 OG unit will support GREEN FLAG Little Rock (based on unit training priorities and airframe availability).

12.3. JA/ATT Mission Policies.

12.3.1. Operations squadrons will normally fly all missions for which they are contracted. In the event a squadron is unable to support a contracted mission, the 19 OSS Current Operations will initiate a non-support message to 618 AOC/AADC. All events contracted by 19 OSS Current Operations will be flown to the maximum extent possible.

12.3.2. The 19 OG will not be required to fly any mission non-supported by the 314 OG and vice versa.

12.4. After Action Reports. 19 AW and 314 AW mission commanders and aircraft commanders will provide post-mission feedback to the 19 OSS Current Operations JA/ATT coordinator after all JA/ATTs.

Chapter 13

TEST MISSIONS

13.1. General. 618 AOC is the responsible C2 agency for all tasked test missions.

13.2. Procedures.

13.2.1. 19 OSS Current Operations will ensure proper coordination with base agencies.

13.2.2. Crews performing test missions will have the AMC-approved test plan. They will also ensure that squadron leadership is fully informed of the proposed test plan prior to departing Little Rock Air Force Base.

Chapter 14

19 AW DELIVERY/PICK UP OF PROGRAMMED DEPOT MAINTENANCE (PDM) OR UNSCHEDULED DEPOT LEVEL MAINTENANCE (UDLM) AIRCRAFT

14.1. General.

14.1.1. 19 AW aircraft are routinely transferred to PDM facilities at Warner-Robins Air Logistics Center (WR-ALC), Robins Air Force Base, GA (KWRB), Ogden Air Logistics Center (OO-ALC), or other approved aircraft repair facilities.

14.1.2. The 19 AW occasionally provides ferry aircrews to transfer C-130s. The procedures in this chapter ensure an orderly transfer of aircraft and assist the aircrew in returning to home station.

14.2. Tasking.

14.2.1. Plans, Scheduling & Documentation (19 MXO/MXOOP) will coordinate with 19 OSS Current Operations when aircraft systems require other than normal operations. 19 OSS Current Operations will then contact Standardization & Evaluation (19 OG/OGV or 314 OG/OGV) to verify crew requirements, then coordinate with Operations squadrons to ensure requirements are met. For one-time flight authorizations approved by MXG/CC, maintenance will ensure the aircraft is in an airworthy condition in accordance with proper engineering documentation or Technical Assistance Request/Reply (TAR).

14.2.2. Plans, Scheduling & Documentation will notify the aircraft maintenance unit and 19 OSS Current Operations of PDM/UDLM input/pick up tasking not later than 48-hours in advance. They will also notify 19 OSS Current Operations if a crew from a group that does not own the aircraft will fly it (i.e., a 19 AW crew flying a 314 AW aircraft). The requesting agency is responsible for 2407 updates.

14.2.3. The 19 OG will not schedule/dispatch a ferry crew until the aircraft is confirmed to be ready for transport.

14.2.4. 19 OSS Current Operations will ensure that GDSS contains an informational note for the aircraft commander to contact AFE for equipment requirements. This applies only to 19 AW PDM/UDLM missions.

14.3. PDM/UDLM Input.

14.3.1. Fuel, Cargo, and Enroute Stops. Aircrews will plan the fuel load so as to arrive at the PDM/UDLM facility with less than 10,000 pounds, if able; aircrews will comply with required fuel for alternate planning in accordance with 11-2C-130(J) Vol 3. Unless previously coordinated and approved, the crew plans the flight directly to the PDM/UDLM facility with no en route stops or delays. Submit requests for en route delays or overland navigation legs two working days before the scheduled input date. Aircrew Flight Equipment configuration precludes carrying more than the normal crew complement or passengers on PDM Input missions.

14.3.2. The Aircrew will:

14.3.2.1. Obtain aircraft records from the appropriate MXO/MXOOS Plans, Scheduling & Documentation section.

14.3.2.2. Sign for the minimum Dash 21 aircraft equipment, identified in Tables [14.1](#) and [14.2](#).

14.3.2.3. Contact Aircrew Flight Equipment (AFE) NLT 24hrs prior to departure for equipment requirements and sign a temporary hand receipt (AF Form 1297) to hand carry AFE equipment. AFE will position minimum equipment required in accordance with AFMAN 11-2C-130(J) Vol 3, Addendum A.

14.3.2.4. Obtain any necessary navigation publications.

14.3.2.5. Turn in aircraft records to depot personnel and have depot personnel sign for Dash 21 aircraft equipment.

14.3.2.6. Return AFE equipment and navigation publications.

14.3.2.7. Return AFTO Form 781 time sheet to maintenance debrief and 19 MXO/MXOOP (can be faxed) NLT the end of the duty day to get credit for flying time and ensure proper hours are input into GO81. Hand carry the 781 to the servicing SARM upon return to unit.

14.3.3. Return Transportation.

14.3.3.1. The Operations squadron is responsible for arranging return transportation. 19 OSS Current Operations makes every effort to use an active duty Little Rock Air Force Base aircraft to promptly return the crew to KLRF. Each PDM/UDLM input mission includes a return transportation plan for the aircrew.

14.3.3.2. If return by commercial transportation is required, 19 OSS Current Operations informs the squadron which will then obtain TDY orders, transportation requests, and travel reservations.

14.4. PDM/UDLM Pick Up.

14.4.1. Transportation to the Depot. 19 OSS Current Operations will attempt to arrange military air transportation so as to arrive during airfield operating and facility working hours, complete the transfer, and depart before the facility or airfield closes. If no military air transportation is available within a reasonable time, 19 OSS Current Operations will either request a delay in the pickup date through the appropriate Group Commander or direct the Operations squadron to obtain TDY orders, transportation requests, and travel reservations.

14.4.2. The Aircrew will:

14.4.2.1. Contact AFE NLT 24hrs prior to departure for equipment requirements and sign temporary hand receipt (AF Form 1297) to hand carry AFE equipment.

14.4.2.2. Ensure sufficient chains are available to tie down landing gear. Refer to [Table 14.3](#) for a list of the required tie down equipment.

14.4.2.3. Return aircrew flight equipment and navigation publications upon return to home station.

14.5. Transfers of Other Aircraft. For transfers other than those above:

14.5.1. 19 OSS Current Operations provides contacts, itinerary and additional information to crew regarding return to Little Rock Air Force Base.

14.5.2. Aircrew maintains advisory communications with destination wing and 618 AOC.

Chapter 15

AIR OPERATIONS/FLIGHT KITCHEN PROCEDURES

15.1. General. This chapter specifies responsibilities for 19 AW, 314 AW, 913 AG, and 29 WPS Operations squadrons as well as aircrew, 19 FSS/Flight Kitchen, and Aircraft Services (19 LRS/LGRA) for Fleet Service and Flight Kitchen procedures on scheduled missions. **Exceptions:** Aircrew transiting on a quick-turn basis due to a change in mission schedule/itinerary, short notice higher headquarters missions (e.g. ALFA Alert launches), and aircraft performing a real-world (not training) mission.

15.2. Operations squadrons will:

15.2.1. Establish procedures for managing money and follow established procedures for ordering flight meals. Ensure meal requests are faxed and confirmed with the Flight Kitchen prior to crew step.

15.2.2. Operations squadrons will pay for all meals upon pick up from Flight Kitchen.

15.2.3. Contact 19 FSS/Flight Kitchen immediately when tail swap occurs with new tail number and parking location.

15.3. Aircrews will:

15.3.1. Fill out required meal request sheet completely and legibly.

15.3.2. Fax meals/beverages orders to the Flight Kitchen at 987-7598 and confirm by phone at ext. 3630 NLT 2 hours prior to aircraft takeoff time. If Meal Request is received later than 2 hours prior to takeoff, the meals must be picked up by the crews.

15.3.3. Coordinate with Flight Kitchen for pick-up of ordered meals (delivery to aircraft may be requested/approved on a case-by-case basis or when circumstance, mission or aircrew capabilities warrant).

15.3.4. Transport water jugs, expendables, and aircrew meals to the new aircraft in the event of a tail swap after final fleet.

15.4. 19 FSS/ Flight Kitchen will:

15.4.1. Ensure all documentation subject to order is prepared with required copies of Squadron Meal Form and items listed agree with that which was ordered, to include aircraft commander's name/aircraft tail number.

15.4.2. Notify Fleet Services of meal orders and aircraft block/taxi time so that meals can be picked up and delivered to aircraft by Fleet Services.

15.4.3. Clean and sanitize aircraft galley equipment.

15.5. 19 LRS (Fleet Services) will: Deliver meals, water jugs, and expendables to aircraft in accordance with [Attachment 5](#) Standard Timeline. See heat stress note in [Attachment 5](#).

15.6. Sequence of Events. See [Attachment 5](#) for Standard Timeline.

Chapter 16

19 AW FLYING HOUR PROGRAM (FHP)

16.1. General. The following instructions govern the 19 AW FHP in accordance with AFI-11-102 and AFI 21-101, and will be used unless directed otherwise by AMC/A3TF.

16.2. Annual Flying Hour Program. AMC/A3TF publishes the 19 AW's annual FHP. 19 OSS Current Operations prepares the annual plan and submits it to AMC/A3RA in accordance with AFI-11-102 and AFI 21-101.

16.3. Monthly Flying Hour Program. Each month, 19 OSS Current Operations will monitor the overall FHP and will present any concerns to the 19 OG/CC.

16.4. Flying Hour Program Adjustments. If circumstances arise throughout the fiscal year where a squadron requires an adjustment to the FHP, they will notify 19 OSS Current Operations. 19 OSS Current Operations will evaluate the request and forward a recommendation through the 19 OG/CC to the 19 AW/CC. A modification to the flying hour program must have 19 AW/CC approval and may be denied by HQ AMC.

16.4.1. 19 OSS Current Operations will forward FHP adjustment requests to AMC/A3TF.

16.4.2. All effort will be made to limit flying hour adjustments; however an out of cycle request will be made if circumstances dictate.

16.4.3. 19 OSS Current Operations will provide a copy of all updates to Plans, Scheduling & Documentation.

16.5. Operations Squadron Commanders will:

16.5.1. Have responsibility for monitoring the combined flying hour program.

16.6. Operations Squadron FHP Managers will: Ensure all flying hours and sorties flown are correctly input into GO81 by maintenance debrief.

16.7. 19 OSS Current Operations will:

16.7.1. Manage the 19 AW Annual Flying Hour Program.

16.7.2. Submit the annual and monthly flying hour reports to the 19 OG/CC for approval.

16.7.3. After 19 OG/CC approval, submit the annual and monthly flying hour reports to HQ AMC as applicable.

16.7.4. Brief the annual and monthly flying hour reports to the 19 OG/CC, 19 MXG/CC, and 19 AW/CC as applicable.

ANGELA OCHOA, Colonel, USAF
Commander

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

AFI 11-101, *Management Reports on the Flying Hour Program*, 23 December 2020

AFI 11-102, *Flying Hour Program Management*, 07 December 2020

AFI 11-207, *Combat Aircraft Delivery*, 4 April 2019

DAFI 11-209, *Participation in Aerial Events*, 19 May 2021

AFMAN 11-246 Vol 6, *Air Force Aircraft Demonstrations (C-17, C-130, C-141, C/KC/NKC-135, UH-1)*, 17 November 2020

AFMAN 11-2C-130J Vol 3, *C-130J Operations Procedures*, 3 November 2021

AFMAN 11-2C-130 Vol 3, Addendum A, *C-130 Operations Configurations*,

AFMAN 11-2C-130J Vol 3, Addendum A, *C-130J Operations Configurations*, 19 December 2019

AFI 11-301 Vol 1, *Aircrew Flight Equipment (AFE) Program*, 9 October 2017

AFI 11-301 Vol 2, *Maintenance and Configuration Requirements for Aircrew Flight Equipment (AFE)*, 12 February 2020

AFI 11-401, *Aviation Management*, 26 October 2020

AFI 11-418, *Operations Supervision*, 21 December 2021

AFI 13-217, *Drop Zone and Landing Zone Operations*, 22 April 2021

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 15 January 2020

AFI 33-217, *Voice Call Sign Program*,

AETCI 11-207, *Participation in Exercises, Deployments, and Competitions*,

AETCI 21-104, *Aircraft Planning and Scheduling Procedures*

AMCI 11-207, *Participation in Exercises, Deployments, and Competitions*, 01 January 2020

AMCI 11-208, *Tanker/Airlift Operations*, 7 February 2017

AMCI 24-101v10, *Military Airlift – Fleet Service*

LRAFB AFMAN 13-204, *Airfield Operations and Local Flying Procedures*, 28 April 2010

Prescribed Forms

None

Adopted Forms

DD Form 175, *Military Flight Plan*

DD Form 365-4, *Weight and Balance Clearance Form F – Transport/Tactical*

AF Form 1297, *Temporary Issue Receipt*

AF Form 2407, *Weekly/Daily Flying Schedule Coordination*

AETC Form 206, *Monthly Flying Contract (IMT-V1)*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

Abbreviations and Acronyms

AADZ—All-American Drop Zone

AALZ—All-American Landing Zone

ACF—Acceptance Check Flight

AETC—Air Education and Training Command

AMC—Air Mobility Command

ANG—Air National Guard

ATOC—Air Terminal Operations Center

BJDZ—Blackjack Drop Zone

CC—Commander

CDS—Container Delivery System

CHOP—Change of Operational Control

COB—Close of Business (Normally 1630L)

CP—Command Post

DO—Director of Operations

DZ—Drop Zone

DZCO—Drop Zone Control Officer

ERO—Engine Running Onload/Offload

EST—Enroute Support Team

FCF—Functional Check Flight

FHP—Flying Hour Program

FMC—Fully Mission Capable

FTU—Formal Training Unit

GDSS—Global Decision Support System

GFLR—GREEN FLAG Little Rock

GSU—Geographically Separated Unit

HALO—High Altitude, Low Opening (Airdrop)

HE—Heavy Equipment
HHQ—Higher Headquarters
HSTC—High Speed Taxi Check
JA/ATT—Joint Airborne/Air Transportability Training
JAI—Joint Airdrop Inspection
JCS—Joint Chiefs of Staff
JPADS—Joint Precision Air Drop System
LFA—Legal for Alert
LZ—Landing Zone
MC—Mission Commander
MOC—Maintenance Operations Center
MRSP—Mission Readiness Supply Package
MSG—Mission Support Group
MXG—Maintenance Group
NLT—No Later Than
NVG—Night Vision Goggles
OCF—Operational Check Flight
OG—Operations Group
OPORD—Operational Order
ORI—Operational Readiness Inspection
OSO—Current Operations Flight
OSS—Operations Support Squadron
OST—Off-Station Trainer
PA—Public Affairs
PDM—Programmed Depot Maintenance
POC—Point of Contact
RON—Remain Overnight
SAAM—Special Assignment Airlift Mission
SATB—Standardized Air Training Bundle
SOF—Supervisor of Flying
TAR—Technical Assistance Request/Reply
TDY—Temporary Duty

TOT—Time on Target

UDLM—Unscheduled Depot Level Maintenance

USAF WS—United States Air Force Weapons School

WIC—Weapons Instructor Course

WPS—Weapons Squadron (e.g., 29 WPS)

Attachment 2

MISSION NUMBERS

A2.1. General. Mission numbers are governed by *MAF MISSION ID ENCODE/DECODE PROCEDURES*.

A2.2. Julian Date. The last 3 numbers of any mission number denote the Zulu departure day Julian date. These numbers do not change throughout the mission, they will always denote the initial departure day.

A2.3. An off-station trainer can. Theoretically use the same mission number for its entire mission, *even if it has multiple legs*. There are no restrictions on a mission operating under a single mission number for its entire existence.

A2.4. 19 AW Mission Numbers. 19 AW mission numbers are as follows, any mission outside of this list will have to coordinate a mission number with 19 OSS Current Operations.

Table A2.1. Mission Numbers.

	Prefix	Org Unit	Training Activity	Unit Specific	Msn Symbol
Off Station Trainer	GEN	22			N1DA
Local Trainer	GUN	22			
• Proficiency			TA		N10A
• NVG			TA		N10A
• Airdrop			TD		N2AA
• Other Type of Training			TZ		N10A
41 AS				01-19	
61 AS				60-79	
Credible CAT		22	TA	80-99	T20C
Examples:	61 OST Airdrop:		GEN22TD60XXX		
	53 KBYH NVG Assault:		GUN22TA40XXX		
	29 WPS Local Pro:		GUN26TI01XXX		
	Credible CAT Local Pro:		GUN22TA80XXX		
	41 Formation 1:		GUN22TD01XXX		
	41 Formation 2:		GUN22TD02XXX		

A2.5. 314 AW Mission Numbers. The 314 AW has its own dedicated mission numbers and system for assigning them. That system is managed by 314 AW personnel.

A2.6. 29 WPS Mission Numbers. In accordance with *MAF MISSION ID ENCODE/DECODE PROCEDURES* and 618 AOC direction, the mission numbers for 29 WPS are delineated in [Table A2.2](#).

Table A2.2. WIC Mission Numbers.

Local C-130J	GUN26TIyyzzz	
Off-Station C-130J	GEN26TIyyzzz	
Spare C-130J	GUN2SPAREzzz	
Mission Symbols:	WIC Syllabus	N2HA
	Cadre Pro	T3GA
	Cadre Tac	N2GA

A2.7. 189 AW Mission Numbers. The 189 AW has its own dedicated mission numbers and system for assigning them. That system is managed by 189 AW personnel.

A2.8. 913 AG Mission Numbers. The 913 AG has its own dedicated mission numbers and system for assigning them. That system is managed by 913 AG personnel.

Attachment 3**SCHEDULING SEQUENCE****Figure A3.1. Scheduling Sequence.**

- Friday: Plans, Scheduling & Documentation begins building checkerboard and shell of daily pages.
- Monday: Operations requirements for following week sent to Plans, Scheduling & Documentation and input into GDSS by 1200L.
- Tuesday: Plans, Scheduling & Documentation inputs Operations requirements into daily pages.
 - Any conflicts are sent out by Plans, Scheduling & Documentation for resolution between Operations squadrons.
- Wednesday: Final schedule presented for review at scheduling meeting.
 - Attended by reps from Operations squadron scheduling, 19 OSS Current Operations, AMUs, Plans, Scheduling & Documentation Meeting is a review of the checkerboard to iron out any last changes.
- Thursday: OG/CC, MXG/CC sign schedule, Plans, Scheduling & Documentation generates Line Numbers.
 - 19 OSS Current Operations builds Weekly Master Flying Schedule based on signed, numbered Schedule.
- Friday: Wing/CC signs schedule.

Attachment 4

ALFA ALERT CHECKLIST

A4.1. ALFA Alert crews must take off within one hour after alert Reference AFI 11-2 C-130 (J) Vol 3.

Figure A4.1. ALFA Alert crews must take off within one hour after alert.

<p>Squadron notified by Current at (Date/Time/Initials): _____</p> <p>Provide ALFA crew and aircraft for the mission (Aircraft Commander/Phone#/Tail#): _____</p> <p>PHOENIX BANNER Qualified? YES / NO</p> <p>Required LFA: _____</p>

Figure A4.2. ALFA Alert Checklist.

- **Scheduling/Duty Office Pre-Coordination**
- •Notification of ALFA requirement from 19 OSS Current Operations or Command Post (may be as short as 15 hours and 30 minutes prior to required LFA). Desired is 30 hours (12 hrs pre-mission/6 hrs pre-flight/12 hrs crew rest).
- •Notify DO or ADO of tasking and time received.
- •Select crew with appropriate qualifications.
- •Select preflight crew, if necessary, for short-notice tasking.
- •Ensure the duty desk is manned at all times until the ALFA is launched or cancelled.
- •Ensure AFE is manned for weapons pick-up or weapons are loaded on aircraft.
- •Ensure Squadron or Group Intel is notified of ALFA alert and write down the name and number of the on-call Intel rep.
- •Contact maintenance (7-5501) for ALFA aircraft; verify FMC status, fuel load, configuration, and parking spot. Get flying crew chiefs names and numbers (7-2540, 7- 1522) for orders. Schedule -6 completion just before preflight.
- •Generate flight orders and fax them to Command Post and Lodging.
- •Make reservation with Lodging (7-6652 or 7-6753 after hours). Ensure that crew is placed on-base, preferably collocated in the same building.
- •Prepare flight plans to destination, if known, or prepare generic ALFA EAST and WEST flight plans. Fax flight plans and orders to Base Operations (7-7508) and place in mission brick.
- •Ensure 19 LRS/LGTO has two vehicles set up for crew (7-6087 or 7-6859).
- •Contact 19 LRS/LGRA to ensure meal availability during alert window.
- •Fill out LRAFB Form 1 and fax to 19 LRS/LTGO.
- •Have vehicle operations deliver the vehicles to Operations squadron for short notice tasking (< 18 hrs).
- •Ensure 2 cell phones are available for each crew.

- •Ensure worldwide pubs kits are available.
- •Review flight plans, weather, and meal order procedures with Duty Officer.

- **SARMS**
- •Set up mission brick, mission kit, and COMSEC package.
- •Deliver COMSEC to Duty Desk.
- •Coordinate with Duty Officer to include preliminary NOTAMS and unfiled Flight Plans in the brick.

- **CREW**
- •ALFA crew to include FCCs show at Operations squadron at 10 min after LFA time with all professional and personal gear, if alerted. Complete normal sign-in/pre departure procedures.
- •Receive ALFA briefing and this checklist from Operations Officer or his representative.
- •Fill out meal order form and leave with the Duty Officer.
- •Pick up vehicles at squadron. LITTLE ROCK AFB AFMAN 11-201 15 APRIL 2022 56
- •Check out weapons.
- •Secure Pro Gear, COMSEC, and weapons.
- •Report as a crew to Lodging for hotel & room assignments.
- •Inform Command Post of aircraft commander's room and pager or cell phone number.
- •Maintain communication with Command Post at all times and remain within 10 minutes from aircraft at all times (i.e. on-base).
- •Wear flight suits throughout tour of duty and carry bags at all times.

- **IF ALERTED:**
- •Crew shows at the Operations squadron within 10 minutes of Alert. Aircraft commanders enter Operations squadron for mission updates and weather sheet.
- •Duty officer will accompany the crew to the aircraft; crew should expect to receive Intel brief enroute to aircraft.
- •Park vehicles clear of aircraft. Leave vehicles keys, room keys, and 365-4 inside unlocked vehicle.
- •Amend clearance, as necessary, after airborne.
- •Keep Command Post advised of any difficulties.

- **UPON RELEASE:**
- •Contact the acting Operations Squadron Operations Officer and ensure the aircraft is released back to Maintenance.
- •Contact the Operations squadron scheduler to let him know the crew was released.
- •Retrieve pro gear, publications, COMSEC, and weapons. Obtain permission to break aircraft seal from 19 MXO/MOC and reseal aircraft, as required.
- •Return vehicles to Operations squadron; ensure they are serviceable with a full gas tank.
- •Cancel flight meal request and pick up refund.
- •Turn in pagers or cell phones to the squadron.

• DUTY OFFICER

- •ALFA alert crews must take off within one hour of alert.
- •The duty desk will be manned at all times until the ALFA is alerted or cancelled.
- •At start of duty, VERIFY each of the following: Parking location, tail #, and status of the alert aircraft, crew lodging room numbers and phone numbers (through Command Post).
- •Ensure Command Post knows to call Duty Officer if crew is alerted or cancelled.
- •Review GDSS Weather.
- •Review ALFA East and West Flight Plan.
- •Fax ALFA flight plans and orders to Base Operations (7-6123).
- •Ensure COMSEC is in Duty Desk safe.
- •Fax meal order to Flight Kitchen (7-3630) and ensure that they are ready for delivery by Fleet Service. Cancel the meal order if the mission does not launch.
- •Preflight crew should ensure the following is prepositioned on the aircraft:
 - oL band/SATCOM (if available)
 - oProfessional Gear
 - oWorldwide Publications LITTLE ROCK AFB AFMAN11-201 15 APRIL 2022 57
- •When ALERTED by Command Post, do EACH of the following:
 - •Verify with Command Post that the crew has been notified.
 - •Call the on-call Intel representative.
 - •Call Base Operations (7-6123) to activate flight plan.
 - •Call Flight Kitchen (7-3630) to have meals delivered within 20 minutes.
 - •Call ATOC (7-7127); send fleet driver direct to aircraft to drop off water jugs.
 - •Print destination NOTAMS for aircrew.
 - •Meet aircraft commander at Operations squadron; give them NOTAMS and accompany them to aircraft (bring your radio).
 - •Collect lodging keys and beepers.
 - •Call Operations Officer or Representative.
- **AFTER LAUNCH:**
 - •Service and return vehicles to transportation.
 - •Return keys to Lodging, beepers to squadron, and 365-4 to squadron.
 - •Notify Operations squadron scheduler and / or Operations Officer when alerted or cancelled.

Attachment 5
STANDARD TIMELINE

Figure A5.1. Standard Timeline.

STANDARD TIMELINE	
Crew Show	MC discretion
Sign-in/Msn Prep	
Briefing	
De-Ice of snow/ice begins if required (4)	3+00
Aircraft Crew Ready (3)	2+45
Preflight Bus to Aircraft	2+15
Aircrew Preflight Begins (3)	2+00
Crew Bus to Aircraft (3)	1+30
Cargo/Pax Upload	1+25
Meal & Water Delivery (1)(2)	1+05
De-Ice of new accumulation begins if required (4)	0+55
Final Fleet Servicing if required (1)	0+35
Start (3)	0+30
Block/Taxi	0+15
Takeoff	0+00
NOTES:	
<p>1. These are minimum times. Fleet Service should strive to deliver prior to these times as they may occur during engine start. The aircraft commander or representative should call Fleet Service & Fleet Kitchen with earlier block/taxi time per note (3) below. Reference AMCI 24-101v10, <i>Military Airlift – Fleet Service</i>.</p> <p>2. In heat stress category 3 or greater, water will be delivered prior to aircrew preflight. The loadmaster should call to coordinate for earlier delivery.</p> <p>3. These are recommended times based on formation missions. LPS, SS, or Off-Station missions may require more or less time in accordance with AFI 11-2 C-130(J) Vol 3, 19 OG Supp 1.</p> <p>4. De-Ice begins when fluid is sprayed on the aircraft and ends when the truck drives away after completion. Initial de-icing of large amounts of snow and ice should be completed prior to crew show. After aircrew Dash 1 inspection is complete, another de-ice to remove new accumulation and frost should be completed before aircraft start time.</p> <p>5. LRAFB does not have Type 2 anti-icing fluid available. Type 1 de-ice fluid is only effective to remove light amounts of buildup.</p>	