

**BY ORDER OF THE COMMANDER
MOODY AIR FORCE BASE (ACC)**

MOODY AIR FORCE BASE

11-200

7 JULY 2017

Flying Operations

SCHEDULING OPERATIONS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Thomas E. Kunkel)

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This Instruction implements AFI 11-102, *Flying Operations*, AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*. It directs policies and procedures for programming and flying scheduling for the 23d Wing (WG). This instruction provides local guidance for programming 347th Rescue Group (RQG) and 23d Fighter Group (FG) aircraft, pilots and flying hours and for scheduling 23 WG range and airspace. This base instruction applies to all units and tenants on Moody. "Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. 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 Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

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Chapter 1

PURPOSE

1.1. General. The purpose of the 23 WG Scheduling OI is to define programming and scheduling responsibilities and delineate the relationship between assigned, tenant and non-local units for scheduling operations.

1.2. Responsibilities.

1.2.1. 23d Wing Plans (23 WG/XP) is the OPR for receiving Consolidated Planning Order (CPO) and Consolidated Planning Schedule (CPS) tasks. 23 WG/XP publishes them to the 23 WG SharePoint, and notifies the respective OSS/OSO when CPO/CPS tasks are updated.

1.2.2. 23 OSS/OSO oversees the following scheduling related functions:

1.2.2.1. Creation and implementation of this OI

1.2.2.2. 23 WG airspace

1.2.2.3. Grand Bay Range operations

1.2.2.4. 23 FG CPS requests

1.2.2.5. 23 FG FHP

1.2.2.6. A-10C simulators

1.2.3. 347 OSS/OSO oversees the following scheduling related functions:

1.2.3.1. 23 WG Host Aviation Resource Management (HARM)

1.2.3.2. 23 WG FHP

1.2.3.3. 347 RQG Unmanned Airfield Operations (UAO) program

1.2.3.4. 347 RQG CPS requests

1.2.3.5. 347 RQG FHP

1.2.3.6. HC-130/HH-60 simulators

1.2.4. The 23 FG Chief of Scheduling (23 OSS/OSOS) is the OPR for flying programs, scheduling procedures, 23 WG range and airspace scheduling, Supervisor of Flying (SOF) duty times, coordinating airfield opening/extensions as well as quiet hours, and 23 FG FHP tracking and reporting to ACC via the 347 OSS/OSO.

1.2.5. 347 OSS/OSOT will coordinate with the following outside agencies: CATM (M9, M4, M203, M870 and M240), CE (CBRNE and UCC training). Additionally, 347 OSS/OSOT will coordinate and schedule with squadron sections such as aircrew life support, 74 FS, 75 FS, 76 FS, 81 FS DOT and 347 OSK for SERE training (CAC/CST, WST, EPT, and LAS).

Chapter 2

PROGRAMMING

2.1. General. The 23 WG accomplishes all FHP programming IAW AFI 11-101, *Management Reports on the Flying Hour Program*, AFI 11-102, *Flying Operations*, AFI 21-101, *Aircraft and Equipment Maintenance Management*, and MAFBOI 11-250, *Flying Operations*. The following paragraphs describe the internal management actions the 23 WG takes in order to meet requirements in a timely and efficient manner. Unless requested by ACC/A3T at other than standard reporting times (monthly, quarterly, and yearly) 347 OSS/OSO in coordination with 23 OSS/OSO reports the FHP IAW AFI 11-101.

2.2. Annual Programming Procedures.

2.2.1. 347 OSS/OSO serves as the conduit for combining the next Fiscal Year's (FY) FHP First Look from 347 RQG squadrons, as well as the stated 23d Maintenance Group (MXG) production capability, into the final 347 RQG FHP request. 347 OSS/OSO submits the New FY FHP First Look to the 23 WG flying hour POC, which functionally resides within the 347 OSS/OSO flight as well, to meet the deadlines set by ACC/A3TB. See Attachment 2- New FY FHP Request for an example of the memo that is routed for signatures.

2.2.2. 23 OSS/OSO serves as the conduit for combining the next FY's FHP First Look from 23 FG squadrons, as well as the stated 23 MXG production capability, into the final 23 FG FHP First Look. 23 OSS/OSO submits the New FY FHP First Look to the 23 WG flying hour POC to meet the deadlines set by ACC/A3TB. See Attachment 2- New FY FHP Request for an example of the memo that is routed for signatures.

2.2.3. Once ACC issues the call for a FHP request, 347 OSS/OSO and 23 WG FHP POC (as delegated to 347 OSS/OSOF or otherwise) will set a deadline for the subordinate rescue, fighter, and maintenance groups to submit their annual flying hour program requirements. This facilitates timely coordination between the 23 WG squadrons and their associated maintenance squadrons to meet the deadline to the 23 WG FHP POC. Once received, the 23 WG FHP POC will formulate the final flying hours request into email traffic and forward to ACC/A3.

2.2.4. ACC/A3 is the final authority for determining the split of flying hours between the groups; however, the rescue, fighter, and maintenance group commanders should provide any requests for changes based on factors including (but not limited to) squadron manning, projected deployments, and aircraft availability.

2.2.5. Within 5 business days after ACC issues the call for the FHP First Look, 347 OSS/OSO will set a deadline, on behalf of the 23 WG/CC, for submission of each group's annual FHP requirements (Attachment 2). Establishment of the deadline facilitates timely coordination between the flying squadrons, their respective Air Maintenance Units (AMUs) and their respective group leadership.

2.2.5.1. After ACC issues the final FHP, each respective group commander is the final authority for determining the split of flying hours between their squadrons based on various factors including squadron manning, projected deployments, and aircraft availability.

2.2.6. 347 OSS/OSO and 23 OSS/OSO maintain a month-to-month progression of the FHP for their respective group. PEX is the source reporting document for tracking flying hours of the individual flying squadrons.

2.2.6.1. All 23 WG flying squadrons are responsible to ensure accurate flying hour reporting in PEX, to include timely tracking and input of off-station flying hours.

2.2.6.2. 23 WG flying squadrons complete a FHP annual audit for the current year between 31 August and 1 September. This provides an accurate picture of the overall FHP status with approximately four weeks remaining in the FY.

2.2.7. 347 OSS/OSO is the POC for 23 WG FHP re-flows as directed by ACC or as the squadrons deem necessary due to large disparities in contract versus executed hours. Note, a reflow is commonly submitted halfway through the execution of a FY to match contract and executed hours and reflow the delta into the remaining portion of the FY.

2.2.8. 347 OSS/OSOS and 23 OSS/OSOS are their respective group POC's for FHP re-flows.

2.2.8.1. When ACC/A3T issues a re-flow request or the respective group commander makes the decision to make a re-flow request to ACC/A3T, the respective OSS/OSO FHP manager works with the squadron and appropriate 23 MXG offices to generate and submit the re-flow request through 347 OSS/OSO to A3TB.

2.2.8.2. Attachment 4 shows the format of the reflow letter. Note, routing through the WG/CC is only required if hours are turned into ACC. If hours are only being reflowed into the remainder of the FY, then only the involved group commander's signature is required. Digital signatures are acceptable.

2.2.8.3. Unless dictated otherwise by ACC/A3T all completed Active Duty flying hour totals for previous months are made the contract numbers for those months, and the re-flow request reflects the desired new contract hours for the remaining month(s). The completed Active Duty flying totals for previous months are added to the new request for the rest of the FY in order to obtain the requested new total FHP for the FY.

2.3. Quarterly Programming Procedures

2.3.1. Each 23 WG flying squadron DO coordinates with their respective AMU and submits revised quarterly flying program contracts to their respective OSS/OSO NLT than 15 days prior to the first day of the next quarter. The intent of quarterly revisions are to allow for refinement of the FHP based on the execution of the previous quarter.

2.4. Monthly Programming Procedures.

2.4.1. Monthly programming is a refinement and adjustment to the quarterly program. Flying squadrons provide their next month's final flying program contract to 347 OSS/OSOS NLT the 20th of the current month. 347 OSS/OSOS provides this monthly contract to the 23 OSS/OSOS for display at the weekly Operations/Maintenance meetings.

2.4.2. Squadron changes or revisions to planned takeoff/land times and/or turn scheme require coordination with the appropriate maintenance functions via an AF Form 2407. Additionally, flying squadrons will coordinate with the 23 OSS/OSOS for de-confliction, airspace re-scheduling, and range time when these changes occur.

2.4.3. Unless situational needs dictate otherwise, 23 WG flying squadrons accomplish an audit of the previous month's flying hours NLT the fifth duty day of the current month. This audit provides an accurate assessment of the previous month's FHP numbers, as well as facilitates an accurate overall assessment of the FY. Audits include reconciling squadron data with respective AMU data, verifying that each line flown was assigned to the correct FHP account (i.e. the correct Active Duty squadron and/or Active Duty versus Reserve), verifying no simulator missions were counted as flying missions or vice versa, and that the final numbers reflected in PEX match the audit numbers.

2.5. Weekly Programming Procedures.

2.5.1. 23 OSS/OSO is the POC for all weekly Operations/Maintenance scheduling meeting slides. All slide OPRs must submit their portion of the presentation to the 23 OSS/OSOS email (23oss.osos@us.af.mil) NLT two hours prior to the meeting. 23 OSS/OSO compiles and disseminates all slides for review NLT one hour prior to the meeting. If changes to the slides are required, immediately before or immediately following the meeting, contact 23 OSS/OSO in order to make the appropriate corrections.

Chapter 3

FLYING WINDOW POLICY

3.1. General. 23 OSS/OSOS is responsible for setting the flying window times for Moody assigned aircraft. Turn schemes and Average Sortie Duration (ASD) are set in accordance with the most current monthly flying contract provided by the flying squadron DO's. Reference MAFBOI 11-250 for standard airfield flying hour operations.

3.2. Airfield Hours Extension/Early Opening and Quiet Hour Requests.

3.2.1. Requests for Airfield hours extensions, early airfield opening, and weekend openings are made no later than 72 hours prior to the date requested. Units requesting the change to airfield hours submit an Airfield Extension Request eSSS (Attachment 3) to 23 OSS/OSO at 23oss.osos@us.af.mil

3.2.2. If the requesting unit is assigned to Moody AFB, Uncontrolled Airfield Operations (UAO) are preferred over changes to airfield hours. Coordinate UAO in accordance with MAFBOI 11-250.

3.2.3. DCC or higher headquarters missions sent down from the 23 WG do not have to coordinate through 23 OSS/OSO for airfield extension. Command Post notifies 23 OSS/OSA and 23 OSS/OSOS of higher headquarters directed missions.

Chapter 4

COMMITMENT, AIRSPACE, AND RANGE SCHEDULING

4.1. General. The 23 WG coordinates among 23 WG assets through quarterly, monthly and weekly meetings. The meetings outlined in this chapter, create a planning process that provides foresight to meet each squadron's training requirements and optimizes integration of on and off station assets. The meetings enable appropriate prioritization and assignment of airspace and range time. For the purposes of this chapter, the 23 WG considers the 81 FS as part of the 23 FG scheduling process.

4.2. Quarterly Commitment Scheduling Procedures.

4.2.1. For upcoming quarters, 23 WG/XP, 93 AGOW Ground Liaison Detachment (GLD), and each 23 WG squadron DO submits squadron commitments to their respective OSS. These submissions occur NLT the 22 of August, December, March, and June. The commitments are compiled NLT the day prior to the quarterly scheduling meeting in the respective Outlook Calendars for the 23 OSS and 347 OSS. Outlook Calendar is the source reporting document.

4.2.1.1. These commitments include, but are not limited to, higher headquarters tasking's, TDY's, tentative air refueling plans, and long-range local and off-stations airspace requests required for non-standard training opportunities such as exercises, live weeks, Combat Search and Rescue Task Force's (CSARTFs), Dissimilar Air Combat Training (DACT) requests, and additional night weeks.

4.2.2. Quarterly Commitment Scheduling Buy.

4.2.2.1. The Quarterly Commitment Scheduling Buy is held immediately following the first Operations/Maintenance meeting of the quarter in order to facilitate wing asset integration.

4.2.2.2. Attendees are 347 Chief of OSK, 23 Chief of OSK, and each 23 WG flying squadron DO.

4.2.2.3. The meeting is run by 23 OSS/OSOS. The meeting steps through each week in the next quarter, and squadron DO's buy commitments for each week. 23 WG/XP is there to answer any questions about wing or CPO/CPS tasks. The group OSK's are there to coordinate any group wide exercises or events. Squadron DO's and OSK should be prepared to identify conflicting wing commitments and to coordinate integration of wing assets to achieve integrated training.

4.3. Monthly Commitment Scheduling Procedures

4.3.1. NLT the 22nd of each month each 23 WG flying squadron DO submits an updated commitments schedule reflecting any changes for the upcoming month to 23 OSS/OSOS or the 347 OSS/OSOS respectively. Outlook Calendar is the source reporting document.

4.3.1.1. These commitments include, but are not limited to, all commitment types listed in paragraph 4.2.1.1.

4.4. Weekly Commitment Scheduling Procedures

4.4.1. Responsibility for execution and scheduling of squadron commitments on a weekly basis is the responsibility of each squadron's individual scheduling shop. If a change to a squadron's monthly commitments occurs after the monthly scheduling meeting, the minimum expectation is that the squadron making the change notifies their OSS and any other squadrons directly affected by the change.

4.5. Airspace and Range Scheduling Procedures

4.5.1. Range Wars.

4.5.1.1. 23 OSS/OSOS holds a "Range Wars" meeting every Wednesday at 1500L EST in order to de-conflict two weeks ahead of the current week (week plus two). This meeting also updates users of any events and/or closures affecting the 23 WG flying window or airspace availability.

4.5.1.2. Any unit requesting range or airspace time must send a representative to "Range Wars" IOT facilitate the scheduling and de-confliction of airspace.

4.5.1.3. All requests for week plus two of 23 WG airspace and Grand Bay Range must be submitted in Consolidated Scheduling Enterprise (CSE) NLT Wednesday at 1300L EST. Also, units working with other units within the same airspace must annotate accordingly in the remarks section of CSE.

4.5.2. Upon completion of the "Range Wars" meeting the airspace schedule is considered "locked in," meaning a user cannot lose their scheduled airspace without their consent. CSE is the source document for all airspace and range requests and any changes must be coordinated between all affected units and subsequently updated in CSE. Immediately following the meeting, 23 OSS/OSOS submits the schedule to the FAA for approval.

4.5.2.1. Airspace not assigned during "Range Wars" can be requested after the meeting by submitting a request through CSE or via e-mail to the 23 OSS/OSOS organizational account. 23 OSS/OSOS is responsible for coordination between units and is the approval/rejection authority.

4.5.2.2. Requests to changes in airspace schedules that have already been approved at "Range Wars" are at the discretion of the other 23 WG units that own the airspace. Flying squadrons work directly with the owners of airspace blocks to make any changes after "Range Wars". If any airspace scheduling changes occur between flying squadrons, they must be reported to 23 OSS/OSOS.

4.5.3. Cancellation of Scheduled Activity.

4.5.3.1. During the duty day, scheduled users must notify 23 OSS/OSOS via phone or email as soon as possible if they desire to cancel range and/or airspace. 23 OSS/OSOS: 23oss.osos@us.af.mil or DSN 460-7831/7839

4.5.3.2. Outside duty day, units must notify 23 OSS/OSOS via email of airspace cancelled and notify Grand Bay Range as soon as possible via phone. Grand Bay Range: DSN 460-4165/2765

4.5.4. Unmanned Aerial System (UAS) Operations outside of airfield and range hours must be scheduled with 23 OSS/OSOS per this instruction and conducted IAW the most recent UAS LOA maintained by 23 OSS/OSO.

4.6. Local Airspace.

4.6.1. 23 OSS/OSOS is responsible for scheduling and de-conflicting 23 WG aircraft, ground personnel, and off-station units that wish to use Moody Class D, Moody 1, Moody 2, Moody 3, R-3008, LIVE OAK, IR-015, IR-016, VR-1065, VR-1066, AR-627, AR-40V, and AR-42V. For the purposes of this instruction, R-3008 includes both the airspace and the ground within its confines.

4.6.2. Squadron scheduling shops and Radar Approach Control (RAPCON) should review the 23 WG airspace and range schedule on CSE *daily* in order to maintain awareness of off-station aircraft using 23 WG airspace or any changes to the airspace schedule.

4.7. Non-Local Airspace.

4.7.1. 23 OSS/OSOS requests non-local airspace/range (Townsend, Pinecastle, Tyndall MOA, Bulldog MOA, Palatka MOA, etc.) during periods of increased local flying IOT reduce airspace conflicts and maximize training opportunities.

4.7.2. If a flying squadron requires specific non-local airspace/range to meet training requirements, the flying squadron DOS should notify 23 OSS/OSOS NLT “Range Wars” for the week prior to the airspace request, in order to improve the likelihood of obtaining the desired airspace/range.

4.8. Airspace Priority.

4.8.1. All 23 WG assigned users have priority over off-station assets. 23 WG airspace and range users are scheduled according to the following priority in Table 4.1:

Table 4.1. Airspace Priority.

PRIORITY	MISSION TYPE
1	Large Force Exercise (LFE)/Structured Exercise
2	Deployment Spin-up
3	Combat Search and Rescue Task Force (CSARTF)
4	General Training (RAP requirements) (<i>See Note 1</i>)
5	Paradrop Operations (<i>See Note 2</i>)
	<i>Note 1:</i> Any scheduling conflicts between wing assigned units at the same priority level will be resolved by unit representatives reaching an agreeable resolution (i.e. Military Assume Responsibility for Separation of Aircraft (MARSA), time-share, etc.).
	<i>Note 2:</i> Due to the large impact on all local flying, paradrop operations will not have priority over any other air training EXCEPT for the last Friday of every month in which paradrop operations are scheduled and de-conflicted as a “General Training” event.

4.9. Grand Bay Range (R-3008) Priority.

4.9.1. AFI 13-212 Volume 1, *Range Planning and Operations* classifies Grand Bay Range as an air-to-surface Primary Training Range (PTR). Due to this classification, Grand Bay Range is scheduled according to Table 4.1 and follows the priority in Table 4.2:

Table 4.2. Grand Bay Range Priority.

PRIORITY	USER
1	23 WG assigned aircraft with air-to-ground training for deployment spin-up
2	23 WG assigned aircraft with air-to-ground training
3	Transient unit aircraft with air-to-ground training
4	23 WG ground training
5	93 AGOW ground training
6	Transient unit ground training

4.10. Non-Local Users.

4.10.1. Off-station users schedule all 23 WG airspace through CSE. Requests annotate the requesting off-station unit's name, DSN, number and type of aircraft, and call sign. The requesting unit may view the finalized schedule NET Wednesday 1700L EST two week prior. Once the schedule is finalized, 23 OSS/OSOS is responsible for contacting the requesting unit and informing them of any changes.

4.10.2. For "same day" use scheduling of R-3008 and for scheduling the range after normal office hours, off-station users should contact the Grand Bay Range Control Officer (RCO) at 257-2765 or -2766 (DSN 460-2765 or Comm 229-257-2765) for space availability.

4.10.3. If an off-station user is scheduled for 23 WG airspace and it becomes necessary for 23 WG assets to use that airspace at that time, 23 OSS/OSOS will contact the off-station unit and reclaim the airspace.

4.10.4. As a general rule, off-station aircraft are not permitted to schedule AR-627 during times when 23 WG aircraft are scheduled to use MOA-1. Exceptions may be made if the refueling aircraft can remain at or above FL210 for the duration of their time on AR-627.

4.10.5. Off-station aircraft may schedule IR or VR routes during times when 23 WG aircraft are flying in local airspace, but may only schedule route points that do not enter military airspace boundaries where local aircraft are operating. Example: If 23 WG aircraft are operating in MOA-2, off-station aircraft may schedule VR-1066 from points Bravo through Golf. IR-016 will not be scheduled during 23 WG flying.

Chapter 5

CONSOLIDATED PLANNING SCHEDULE

5.1. General. Consolidated Planning Schedule (CPS) covers requests for aircraft support for events such as flyovers and static displays. Requests for aircraft support typical of CPS requests are governed by AFI 11-209_ACC SUP, *Aerial Event Policy and Procedures*. Consolidated Planning Orders (CPOs) are defined in AFI 10-401, *Air Force Operations and Planning Execution* and are ACC-assigned taskings such as Red Flag, Green Flag, and Weapons School Support.

5.2. CPS/CPO Scheduling.

5.2.1. WG/XP is the OPR for receiving CPS tasks, publishing them to the 23 WG SharePoint, and notifying the respective OSS/OSO when CPS tasks are updated. The respective OSS/OSO will route CPS tasks to the appropriate units for coordination and gain either approval or rejection. The respective OSS/OSO will also update the CPS tracker slide with each request and its current status. This slide will be presented to group/squadron leadership at the weekly Operations/Maintenance Scheduling Meeting and Staff Meetings.

5.2.2. 23 OSS/OSOS and 347 OSS/OSOS are their respective groups OPR's for pulling CPO tasks from SIPR, creating an unclassified CPO task list, and presenting the CPO tasks to the flying squadron DO's.

5.2.3. If the 23 FG or 347 RQG elects to reclama a CPS tasking, the respective OSS/OSO will notify 23 WG/XP of the reclama and rationale.

5.2.4. If a squadron is assigned to support a task, the respective OSS/OSO will coordinate for and track approval from all applicable units on the CPS tracker slide. These players will typically include the Squadron Commander or Squadron DO, Group Commander or designated representative, 23 AMXS, and 23 MXG/CC or designated representative. Once approval has been obtained through the Group Commander and 23 MXG/CC, the respective OSS/OSOS will notify WG/XP to process the request through the WG/CC and ACC/A3, if necessary.

5.2.4.1. The individual squadron supporting the CPS event (airshow, flyover, etc.) is responsible for completing all paperwork (eSSS, training plan, etc.) required to complete the request process. The respective OSS/OSOS will consolidate and forward all items to WG/XP.

Chapter 6

SUPERVISOR OF FLYING SCHEDULING

6.1. General. SOF scheduling adheres to AFI 11-418_23 FG Sup1, *Operations Supervision*. 23 OSS/OSOS is responsible for setting SOF duty times and assigning them to a squadron. For SOF scheduling specifics, see the 23 FG Scheduling OI.

6.1.1. The 81 FS will abide by the SOF scheduling procedures outlined in the 23 FG Scheduling OI.

THOMAS E. KUNKEL, Colonel, USAF
Commander

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

Air Force Manual (AFMAN) 33-363 *Management of Records*, 1 March 2008
AF Form 847, *Recommendation for Change of Publication*
AFI 11-101, *Management Reports on the Flying Hour Program*, 22 June 15
AFI 11-102, *Flying Operations*, 30 August 2011
AFI 21-101, *Aircraft and Equipment Maintenance Management*, 10 October 2013
MAFBOI 11-250, *Flying Operations*, 2 November 2012
AFI 13-212 Volume 1, *Range Planning and Operations*, 08 Nov 2013
AFI 11-209_ACC SUP, *Aerial Event Policy and Procedures*, 04 May 2006
AFI 10-401, *Air Force Operations and Planning Execution*, 07 December 2006
AFI 11-418_23 FG Sup1, *Operations Supervision*, 06 September 2016
AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, 19 January 2012

Prescribed Forms

None

Adopted Forms

Adopted Forms: New Fiscal Year FHP Request, Airfield Extension/Early Opening eSSS Request, Example Reflow Letter

Abbreviations and Acronyms

AFMAN—Air Force Manual
AMUs—Air Maintenance Units
ASD—Average Sortie Duration
CSARTFs—Combat Search and Rescue Task Force's
CPO—Consolidated Planning Order
CPS—Consolidated Planning Schedule
CSE—Consolidated Scheduling Enterprise
DACT—Dissimilar Air Combat Training
FG—Fighter Group
FY—Fiscal Year's
FHP—Flying Hour Program

GLD—Ground Liaison Detachment
HARM—Host Aviation Resource Management
LFE—Large Force Exercise
OSS/OSO—Operational Support Squadron Current Operations
OI—Operating Instruction
PTR—Primary Training Range
RAPCON—Radar Approach Control
RDS—Record Distribution System
RQG—Rescue Group
UAS—Unmanned Aerial System
UAO—Unmanned Airfield Operations
WG—Wing
23 WG/XP—23d Wing Plans\

Terms

Adopted Form—A form used (required) in a publication other than the prescribing publication

Prescribed Form—A form designed to support the implementation of requirements in a directive Air Force publication. Use and purpose of a prescribed form must be contained in the publication it supports (also known as the prescribing publication).

Range Wars—meeting every Wednesday at 1500L EST in order to de-conflict two weeks ahead of the current week (week plus two).

ATTACHMENT 2
NEW FISCAL YEAR FHP REQUEST

Figure A2.1. New Fiscal Year FHP Request, Part 1.

1 Jan 17

MEMORANDUM FOR 23 MXG/CC

FROM: 23 FG/CC

SUBJECT: 23 FG/75 FS FY16 Flying Hour Program

1. The following program submission is forwarded for coordination.

MDS	Mission	PEC	ACC-Funded Hours				
A-10C	Ops	0207131F	2200				
MONTH	PAI	# A/C Deployed	HUTE	SUTE	Sorties	ASD	Hours
OCT	18	12	2.2	1.1	20	2.0	40
NOV	18	12	0	0	0	0	0
DEC	18	12	0	0	0	0	0
JAN	18	12	0	0	0	0	0
FEB	18	12	0	0	0	0	0
MAR	18	12	0	0	0	0	0
APR	18	12	0	0	0	0	0
MAY	18	0	16.1	9.4	170	1.7	289.1
JUN	18	0	27.3	16.0	289	1.7	491.0
JUL	18	0	26.0	15.3	275	1.7	467.6
AUG	18	0	27.3	16.0	289	1.7	491.0
SEP	18	0	23.4	13.8	248	1.7	420.9
TOTALS			20.4	12.0	1291	1.7	2200.0

2. Totals do not include TFI sorties or hours.

3. Total ACC FY16 program for the 75 FS, without TFI, is **1291** sorties and **2200** hours.

4. POC is Maj Nick DiCapua, 75 FS/DO, DSN 460-7502.

TIMOTHY G. SUMJA, Colonel, USAF
Commander, 23d Fighter Group

Figure A2.2. New Fiscal Year FHP Request, Part 2.

1st Ind, 23 MXG/CC, [DATE], 23FG/75FS FY16 Flying Hour

Program MEMORANDUM FOR 23 WG/CC

Concur/Nonconcur

SHANE A. BARRETT, Colonel, USAF
Commander, 23d Maintenance Group

2d Ind, 23 WG/CC

MEMORANDUM FOR HQ ACC/A3T

Concur/ Nonconcur

THOMAS E. KUNKEL, Colonel, USAF
Commander, 23d Wing

ATTACHMENT 3

AIRFIELD EXTENSION/EARLY OPENING ESSS REQUEST

Figure A3.1. Airfield Extension/Early Opening eSSS Request

COORDINATION-----

Office	Action	Last Name/Rank/Date
81 FS/DOS	Originator	
23 OSS/OSO	Coord	
23 OSS/OSA	Coord	
23 OSS/DO	Coord	
23 OSS/CC	Coord	
23 FG/CC	Approve	
23 OSS/OSO	Coord	
81 FS/DOS	Coord	
23 OSS/OSA	Coord	

STAFF SUMMARY-----

REQUESTING POC (Rank, Name, DSN):

DATE SUBMITTED: (U)

1. PURPOSE: (U) Obtain 23 FG/CC approval for airfield opening/hours extension.
2. REQUESTED DATE AND TIME: (U)
3. BACKGROUND INFO: (U) *Describe nature of request--MDS/# of Aircraft/Event Details*
4. IMPACT IF DENIED: (U)
5. RECOMMENDED ADJUSTMENT TO REQUESTED DATE AND TIME: (U) *Filled out by coordinating personnel if required, include rank and name.*
6. FINAL DESCRIPTION OF APPROVED EXTENSION HOURS: (U) *Completed by 23 FG/CC or representative.*

//Signed/initials/date//
 NAME, Rank, USAF
 Duty Title

ATTACHMENT 4
EXAMPLE REFLOW LETTER

Figure A4.1. Example Reflow Letter

MEMORANDUM FOR 23MXG/CC
FROM: 23FG/CC
SUBJECT: 23 FG/75 FS FY16 Flying Hour Program Reflow 1

1. The following program reflow is forwarded for coordination. Due to the fact that the 75th loaned two aircraft to Nellis AFB the 75th is returning 127.4 hours to ACC.

MONTH	PAI	# A/C Deployed	HUTE	SUTE	Sorties	ASD	Hours
OCT	18	12	14.0	3.2	58	4.35	39.2
NOV	18	12	0	0	0	0	0
DEC	18	12	0	0	0	0	0
JAN	18	12	0	0	0	0	0
FEB	18	12	0	0	0	0	0
MAR	18	12	0	0	0	0	0
APR	18	12	0	0	0	0	0
MAY	18	0	10.5	6.4	115	1.7	189.5
JUN	18	0	28.9	17.2	310	1.7	519.3
JUL	18	0	26.0	15.3	275	1.7	467.6
AUG	18	0	25.2	14.8	267	1.7	454.4
SEP	18	0	22.4	13.1	237	1.7	402.6
TOTALS			21.1	11.6	1262	1.7	2072.6

2. Totals do not include TFI sorties or hours.
3. Total ACC FY16 program for the 75 FS, without TFI, is **1262** sorties and **2072.6** hours.
4. POC is Lt Col Nick DiCapua, 75 FS/DO, DSN 460-7502.

TIMOTHY G. SUMJA, Col, USAF
Commander