BY ORDER OF THE COMMANDER
SPACE LAUNCH DELTA 30

SPACE LAUNCH DELTA 30
INSTRUCTION 13-613

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Nuclear Space, Missile, Command and Control

WESTERN RANGE SCHEDULING

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This publication implements AFSPCI13-613, *Launch Forecasting, Planning and Scheduling Procedures*. This instruction establishes policies, procedures, and responsibilities for scheduling operations at Space Launch Delta 30 (SLD 30) Western Range (WR). It defines the methods by which SLD 30 resources are committed for range operations and maintenance. This procedure allows for scheduling range user operational requirements to support ballistic missiles, space launch and landing, surveillance, and aircraft test flights. The document implements DoD Directive 3200.11**,** *Major Range and Test Facility Base Summary of Capabilities*, dated 27 Dec 2007. The provisions contained in this instruction apply to all personnel and agencies requiring the use of WR controlled range resources. The Paperwork Reduction Act of 1974 as amended in 1996 and Department of The Airforce Manual (DAFMAN) 90-161, *Publications and Forms Management*, affects this publication. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route DAF Form 847 through the base publishing office.

SUMMARY OF CHANGES

This document has been substantially revised and must be reviewed in its entirety. All organization names and office symbols have been updated throughout this instruction. It has also been reorganized to improve clarity. The following paragraph was added to reflect new information: **4.7.4** Downtime Request Process. The following paragraphs were deleted to remove outdated information: 1.4., 1.5.1, 1.6.3, 4.4.2, 4.11, 8.6.1.4, 8.12. **Range Scheduling Mission.** The 2d Range Operations Squadron Scheduling Flight (2 ROPS/DOS) is the single scheduling authority for all launches, tests, launch/test associated tests, and internal range activities requiring WR and

base support resources. The objective is to ensure that all test operations and associated data requirements are fully supported on the dates and times selected by the range user, or as close to the requested time as possible. Range Scheduling will honor each authorized schedule request consistent with mission priorities, range capabilities, economy of operations, funding availability, and established safety and security criteria. **Exemption Statement.** The reporting requirement in this directive, SLD30I 13-613, is exempt from licensing in accordance with (IAW) paragraph 2.3 of AFI 33-324, *Information Collections and Reports Management Program.*

Chapter 1

GENERAL

1.1. Scheduling Philosophy. The 2d Range Operations Scheduling Flight (2 ROPS/DOS) serves as the Space Launch Delta 30 (SLD 30) impartial scheduling broker by considering all requests based on the following criteria. Launch and test operations, as well as their associated checkouts, have the highest priority. In addition, major milestone critical path testing/operations will usually take precedence over non-launch test operations. Scheduling conflicts that arise during operations will be resolved by the Range Operations Commander (ROC), Area Surveillance Officer (ASO), Program Support Manager (PSM), or 2 ROPS/DOS, as appropriate. All other scheduling issues or conflicts will be resolved by 2 ROPS/DOS through negotiation (by direct contact with affected parties and/or support agencies) or other appropriate means as necessary to resolve the conflict. If 2 ROPS/DOS is unable to resolve, 2 ROPS/DOS will elevate to 2 ROPS/DO and/or 2 ROPS/CC to engage with the requestor. If unable to resolve conflict with the support range, the requestor must engage with the conflicted support range, facilitated by 2 ROPS/DO if necessary.

1.2. Operating Policies.

1.2.1. Support commitment. Range resources are committed for support upon request and IAW applicable Operations Directives (ODs), internal test directives, and message instructions which have been deemed necessary for ensuring the efficient use of range assets. Resources are allocated so that a maximum number of operational requirements can be supported safely. Range resources include, but are not limited to, instrumentation (telemetry, metric radars, command systems, optics, etc.), airspace, radio frequencies, support facilities, and base support services and activities.

1.2.2. The WR operates primarily on a first-come, first-served basis with exceptions. Requests for launch and test operations and their related milestones are processed in the order in which they are received. Other support requests, including internal range maintenance and testing, are scheduled based on range priorities and resource availability. All requirements for operational support by SLD 30 assets will be requested through and scheduled by 2 ROPS/DOS. Only official requests will garner the support of WR assets.

1.2.3. Authorized Schedulers. Operational support requests will be accepted only from authorized schedulers who have been designated, in writing, by unit commanders or equivalent commercial project directors and submitted to 2 ROPS/DOS **Attachment 2**.

1.2.4. Overtime. SLD 30 is resourced to operate based on a 40-hour work week. Requests for overtime support by SLD 30 personnel or range support contractor personnel will not normally be accepted unless specifically approved by Commander 2d Range Operations Squadron (2 ROPS/CC). See paragraphs **1.5.1 and 1.6** of this instruction for a full description of overtime rules, responsibilities, and exceptions.

1.2.5. Priorities. Launch and test operations, major launch/test milestone checks, critical maintenance activities and pre-launch and pre-test operation calibration (L-1 day) checks normally will be assigned the highest priority followed by other range activities. The following general guidelines are used when determining range priorities:

1.2.5.1. Corrective maintenance, pre-launch/test, launch, and test operations support will normally take precedence over other schedule requests.

1.2.5.2. Critical milestone pre-launch/pre-test certification operations that must be successfully completed on the dates requested and are determined to be essential in meeting customer launch and test dates, shall have precedence over less time sensitive operations that if scheduled for another period would not result in a launch or test date change.

1.2.6. Additional factors such as inter-range support, communications, national urgency, orbital parameters, space or scientific achievement, DoD exercises, and planned maintenance activities will be strongly considered when determining scheduling priorities. Lastly, crew rest requirements for operations and maintenance personnel will be considered when scheduling any activity.

1.2.7. Pre-launch Calibrations (L-1 day checks) Scheduling. Pre-launch instrumentation calibration checks, contained in Operations Directive 6600 (Range Operations Tests), are normally scheduled during normal duty hours on the first workday preceding each launch/test. These checks will carry the same priority as the associated launch or test operation. Range policy is to not schedule L-1 day checks after normal duty hours, weekends, or holidays.

1.2.8. To more efficiently plan for overtime and other range contingencies, customers are required to submit all schedule requirements by noon Thursday a minimum of 2 weeks before the planned date. Acceptance of requests after this cutoff date will be considered based on criticality, range priority, resource availability, and other factors as necessary to meet the SLD 30 mission.

1.2.9. To maximize range resource utilization efficiency, the scheduling of requirements on a non-interference basis (NIB) is discouraged.

1.2.10. Similarly, users are requested not to schedule more range time than necessary. The practice of scheduling additional time in anticipation that problems may develop is prohibited. Rather, when unanticipated problems do occur, a time extension should be requested.

1.3. Operation Number Assignment. The Range Scheduling Flight assigns operation numbers to each scheduled test for tracking and control purposes. Operation numbers consist of four digits preceded by an alpha character identifying the lead range or activity type. Alpha numeric designators are used to enhance and supplement Operations Security (OPSEC) requirements. Alpha character designators are listed in **Table 1.1**.

Table 1.1. Operation Number Assignment Codes Alpha Prefix — Test Description.

A	Eastern Range (ER) lead range operations using WR resources
C	Corrective Maintenance Operation Capability (OPSCAP) Red - Non-Mission Capable
D	Post-operation data processing
F	WR instrumentation downtime (formal certification required) and range sustainment periods (Notes 2, 4, and 5)
G	Air Force Flight Test Center (AFFTC) lead range operations using WR resources
H	Pacific Missile Range Facility (PMRF) lead range operations using WR resources
I	Scheduled NMC Maintenance (instrumentation will not require formal recertification) (Note 5)
K	Reagan Test Site (RTS) lead range operations using WR resources
L	Corrective Maintenance Operation Capability (OPSCAP) Yellow - Partial Mission Capable
M	Preventive/routine maintenance (instrumentation will not require formal recertification) (Note 3)
N	System Modification (authorizes site access only) (Notes 2 and 4)
O	Operational Test & Evaluation (OT&E) and Developmental Test & Evaluation (DT&E)
P	Naval Air Warfare Center (NAWC) lead range operations using WR resources
R	Range tours and demos
S	Software development
T	Internal WR test, evaluation, and training operations (Note 1)
V	Data Center batch processing
W	WR Lead Range tests (externally funded launch, test, and aeronautical activities)
Z	Alaska Lead Range operations using WR resources
	Notes: 1. Emergency simulations and exercises (e.g. simulated Severe Weather Response, exercise Force Protection Conditions scheduled under OD 9900) will be assigned an operation number ranging from T-9900 through T-9999. 2. Range resource downtimes resulting from system modifications (formal recertification required) must be coordinated through the Maintenance and Operations Coordination Center (MOCC) and scheduled separately as “F” operations. 3. “M” operations are preventive or routine maintenance actions that do not cause equipment to be taken out of the operationally certified state or that not require “formal” recertification.

	4. “F” operations are defined as range sustainment periods or major maintenance/modifications that cause range systems to be in an uncertified state and will require formal recertification. 5. Planned maintenance actions causing major range instrumentation (command, telemetry, radar, and communications) to be non-operational or unavailable for longer than 24 hours must be coordinated through the MOCC prior to taking systems down.

1.4. Days and Hours of Operation.

1.4.1. The Range Scheduling office (2 ROPS/DOS) normally operates Monday-Friday (07001600), excluding federal holidays. Scheduling support is also provided during all launch/test countdown operations occurring outside of normal duty hours. Staffing will normally be no earlier than three hours prior to the planned T-0, or as directed, and will continue through operation completion.

1.4.2. WR instrumentation normally operates Monday through Friday (0700-1600 hours), excluding federal holidays and SLD 30/USSF directed down days (including any required setup/post op requirements).

1.5. Overtime Operations.

1.5.1. The 2 ROPS/CC in conjunction with the Program Support Manager (PSM) normally serves as the reimbursable Job Order Number (JON) approval authority for scheduling support provided outside of normal duty hours. The PSM is responsible for confirming that range customers (both commercial and government) have sufficient funding available to cover civilian overtime expenses. Overtime support will be dependent upon PSM coordination, and resource and personnel availability.

1.5.2. 2 ROPS/CC serves as the overtime approval authority for all non-reimbursable JON (institutional/direct funds) overtime charges for the range contractor.

1.6. After Hours Range Support. Requests for support after normal range operating hours (when the range is closed) will be coordinated through 2 ROPS/DO by contacting the SLD 30 Command Post at DSN 276-9961 or COM 805-606-9961.

1.6.1. Overtime operations extensions (operations that are in progress during non-duty hours) may be granted if instrumentation and personnel are available and crew rest requirements will not be exceeded. Similarly, overtime operations may be rescheduled to other times depending upon resource and personnel availability only if crew rest restrictions will not be exceeded and 2 ROPS/CC approves the change.

1.7. Hazardous Test Operations. Hazardous test operations will be scheduled IAW EWR 127-1, *Range Safety Requirements* and AFSPCMAN 91-710, *Range Safety User Requirements.*

1.8. Operational Resource Certification. Normally, range instrumentation, communications, and data systems (both hardware and software) will be committed for use by WR customers only after these systems have been operationally accepted by SLD 30/CV (O). New equipment, and existing range systems under modification, must successfully complete a formal operational certification process prior to operational use on the range. Upon operational certification, range resources will be scheduled be in accordance with IAW **paragraph 1.2** of this instruction.

1.9. Scheduling Office Contact Telephone Numbers.

1.9.1. Director: 805-605-3318 / DSN 275-3318 (on-base 5-3318)

1.9.2. MOCC: 805-606-9598 / DSN 276-9598 (on-base 6-9598)

1.9.3. JPASO: 805-606-8985 / DSN 276-8985 (on-base 6-8985)

1.9.4. Real-Time Scheduling: 805-606-8825/6/7 / DSN 276-8825/6/7 (on-base 6-8825/6/7)

1.9.5. Real-Time Supervisor: 805-606-8829 / DSN 276-8829 (on-base 6-8829)

1.9.6. Forecast Scheduling: 805-606-8676 / DSN 276-8676 (on-base 6-8676)

1.9.7. Range Support Contractor Scheduling: 805-606-8672 / DSN 276-8672 (on-base 6-8672)

1.10. Scheduling and Operation Closeout Policy. Customers are required to close out (complete) all scheduled operations no later than the scheduled completion time unless an extension has been requested and approved. In addition, customers will call the Range Scheduling office when operations are terminated/completed early (before scheduled end) to avoid unnecessary program costs. Operation closeout procedures are outlined in **paragraph 5.4.5** of this instruction. Failure to close out operations at the scheduled end time will result in the following actions.

1.10.1. First time offenses will result in a failure to comply memorandum warning from the 2 ROPS/CC. Any subsequent violation(s) will then result in a final memorandum from the SLD 30/CV (O) to the user organization commander (or civilian equivalent), barring them from WR scheduling access until the user organization's leadership commits in writing to supporting the guidelines established in this instruction. Subsequent customer support requests will require 2 ROPS/CC authorization and concurrence at (805) 606-9881 before regaining WR scheduling privileges. Customers who fail to notify the scheduling office when operations are terminated/completed early will incur the costs associated with the scheduled operation end time.

1.11. Customer Contact Policy. Point of contact (POC) telephone number(s) for both duty and non-duty hours are required for each scheduled operation. After hours POCs must be directly connected to each scheduled operation and must be reachable by phone for the duration of the operation.

Chapter 2

PLANNING

2.1. Program Support Manager (PSM). The PSM Flight (2 ROPS/DOF) is the primary POC for range customers during document generation activities to include: obtaining, coordinating, and defining customer and range safety operational requirements and Operations Directive (OD) development. The PSM is responsible for all Level 2 and Level 3 Universal Documentation System (UDS) actions and will coordinate supporting range(s) and base agencies support prior to the mission execution phase. As lead range planner for spacelift, ballistic missile launches, and aeronautical test missions, the PSM advises range operators and range contractor personnel during actual operations.

2.2. Universal Documentation System (UDS). WR missions are planned and conducted utilizing the UDS. The Range Commanders Council adopted UDS as the national standard for documenting range operational requirements. DoD Directive 3200.11 directs UDS use; it incorporates program and safety requirements into a single tasking document known as the Operations Directive (OD). The OD defines operational requirements and is used by Range Scheduling (2 ROPS/DOS) to schedule and task operational systems and base support agencies. It also provides the basis for charging customers for range support. The UDS is divided into three levels.

2.2.1. UDS Level One. Level One UDS documentation initiates program support planning between range users and the SLD 30. Level One establishes program scope, program support activities, and SLD 30 acceptance of range user programs. Level One UDS documentation is normally generated for all new SLD 30 programs. SLD 30/XP is the POC for Level One UDS.

2.2.2. UDS Level Two. Level Two UDS documentation provides additional information not covered under Level One. Level Two provides detailed systems level information and requirements. Range customers generate this information in the Program Requirements Document (PRD). The PRD is required in order to assess range support capability and to plan accordingly. SLD 30 response to the PRD is by means of the Program Support Plan (PSP) Letter. The PSP Letter constitutes WR commitment to support range user program requirements.

2.2.3. UDS Level Three. UDS Level Three documentation consists of the Operations Requirements (OR) document generated by the customer and submitted to the PSM. The range responds to OR requirements by generating the Operations Directive (OD) prepared by the PSM. The OR is used to define the programs requirements for pre-launch/test and launch/test testing. OR documents are generally due to the range 60 days prior to first support and the OD is normally produced 30 days prior to first support. The signed OD is the source documentation used by customers to schedule all pre-launch/test tests and identifies SLD 30 launch/test requirements. When programs require extended support, the OD is usually published in three sections. Section one contains general program information, section two provides specific prelaunch/test support tasking, and section three includes specific tasking requirements for the launch/test. The OD is approved by 2 ROPS/CC.

Chapter 3

SCHEDULING

3.1. SLD 30 Range Scheduling. 2 ROPS/DOS operates both the SLD 30 Forecast Element and the Joint Pacific Area Scheduling Office (JPASO). Although their scope and function differ slightly, both offices have similar scheduling processes and operating procedures. The main distinction between them is the scope of responsibilities. The Forecast Element is primarily responsible for scheduling activities originating at the WR, while JPASO is the central interrange schedule coordination agency for Pacific Area member ranges. Since basic operating philosophies and scheduling procedures are similar, with many overlapping areas, the term JPASO shall be used synonymously with Forecast Element throughout this document when referring to either area.

3.2. SLD 30 Forecast Element. The Forecast Element provides scheduling support for WR launch/test, pre-launch/test, and other SLD 30 range activities. In addition, it is responsible for WR data production oversight and for operating the SLD 30 Maintenance and Operations Coordination Center (MOCC).

3.3. Joint Pacific Area Scheduling Office (JPASO). SLD 30 provides administrative support, facilities, and personnel necessary to operate the JPASO office IAW a DoD charter, granted by the Office of the Under Secretary for Defense Research & Engineering Test and Evaluation, on 26 March 1968. Under the charter's provisions, SLD 30 is charged with administering the JPASO organization and for staffing the Director position. The 2 ROPS/DOS Range Scheduling Flight Chief has responsibility for performing this duty.

3.3.1. JPASO is the central coordination agency for all Pacific Area launch and re-entry operations scheduling between member ranges and organizations. Its span of control includes providing scheduling support for customers and ranges in the geographic area westerly from 90 degrees west longitude to 90 degrees east longitude. All Pacific Area space launch, ballistic, and reentry operations, regardless of point of origin, will be coordinated and scheduled through the JPASO. JPASO responsibilities are outlined below.

3.3.2. JPASO plans and chairs inter-range scheduling conferences at Vandenberg SFB, CA. Conferences are scheduled as required. Member range and affiliated organizations representatives present a comprehensive six-month activity schedule, including all major Pacific Area operations, other DoD range operations affecting Pacific Area sensors and shared resources (e.g., Navy P-3 aircraft), and Air Force Satellite Control Network (AFSCN). Six-month schedules define all major operations and sensor downtimes/range sustainment periods affecting inter-range shared resources and support. In addition, members provide forecasts of projected major operations and range activities beyond 6 months. The combined schedules are then compiled and entered in a single data base for publication.

3.4. Current Launch Schedule Review Board (CLSRB). 2 ROPS/DOS supports CLSRB meetings and activities as directed by SLD 30 leadership. The Western Range launch schedule is provided by SLD 30 for inclusion in the HQ USSF 36-month launch schedule. The 36-month launch schedule is briefed to senior leaders during semiannual CLSRB conference reviews. 2 ROPS/DOS also supports heritage launch system multi-mission and other CLSRB related meetings as required.

3.4.1. CLSRB Launch Slot Allocations. USSF SSC/S3 oversees spacelift procedures and responsibilities. In addition, USSF SSC/S3 conducts and chairs Current Launch Schedule (CLS) reviews for higher headquarters. Respective SLD commanders approve launch/test date changes within the first 18 months (CLS), if all customers (launch/test vehicle, payload, maintenance) concur. When customers do not concur and SLD 30 cannot resolve issues, USSF SSC/S3 may review requests and resolve any conflicts. If conflicts still cannot be resolved, an out-of-cycle CLSRB may be convened to review and adjudicate the disagreements. USSF SSC/S3 tracks and approves all changes or additions to launch opportunities on the 36-month schedule.

3.5. Maintenance and Operations Coordination Center (MOCC). 2 ROPS/DOS operates the SLD 30 MOCC. The MOCC is responsible for integrating maintenance activities into the overall range schedule with the goal of reducing or eliminating potential operational impacts resulting from these activities. Additionally, the MOCC advises senior SLD 30 leadership on important range maintenance issues and operational support impacts, as required. A weekly forum hosted by 2 ROPS/DOS and co-chaired by SLD 30/RM is convened for the purpose of discussing operational issues and maintenance concerns affecting all range organizations and customers. Meetings are normally held each Thursday at 1330 local. MOCC meetings are open to all organizations, with participation and attendance highly encouraged. Recommended participants include SLD 30 launch squadrons, 30 CES, range support contractors, launch/test provider agencies (e.g., Boeing, Orbital, Lockheed-Martin), and any other interested agencies.

3.5.1. 2 ROPS is responsible for managing the official SLD 30 MOCC website. It provides range status and serves as a readily accessible tool for senior leadership and range users. Range scheduling information supports the CLSRB, Spacelift Status Messages (SSM), and other reporting forums requiring SLD 30 assets and/or schedule status.

3.6. Forecast Scheduling Element. The Forecasting Scheduling Element is the official scheduling function responsible for integrating all range and customer operational support requirements (schedule requests) into the long-range schedule of planned activities beyond the current schedule week. In addition, the forecast element is responsible for publishing the official approved weekly range schedule. Official range schedules are effective for a 7-day period beginning Sunday at 0001L through the following Saturday at 2359L and are published on the last working day of each week for the next schedule week. Once the official weekly schedule has been published, all scheduling responsibilities for the upcoming week are transferred to the Real Time Scheduling element.

3.7. Real Time Scheduling Element. The Real Time Scheduling Element is responsible for performing all associated scheduling actions during the current week. Real Time assumes responsibility for weekly schedules immediately upon publication (usually on the last working day of each week). Changes or additions to the weekly schedule will be accepted based on criticality, range priorities, resource availability, and other factors as necessary to accomplish the mission. New requests for support will not necessarily preempt range activities already on the schedule unless there is agreement between or among all parties and approval by 2 ROPS/DOS.

3.8. Data Production Planning and Control. The 2 ROPS/DOS Data Manager is responsible for all test data production, planning, data quality, and data delivery oversight.

Chapter 4

RANGE SCHEDULING PROCESS

4.1. WR Scheduling Process. WR and Pacific Area space launch/test, ballistic, landing, and reentry operation schedules will be derived based on range user mandatory requirements. Lessthan-mandatory requirements will, to the maximum possible extent, be fulfilled with remaining resources, taking into consideration national priorities, requested launch/test dates, and the efficient and economical use of range assets. The following sections describe the range scheduling process in greater detail.

4.1.1. Support Request Acceptance. Customer requests for operational support will only be accepted from authorized schedulers who have been formally designated in writing by unit commanders or equivalent commercial project directors and submitted to 2 ROPS/DOS **Attachment 2**.

4.1.2. Job Order Number (JON) Information Requirements. All schedule requests must include valid JON information as well as other pertinent details to facilitate coordination and scheduling of resources (see **paragraph 5.3.2**.). Requests will not normally be accepted without a valid and funded JON unless approved by 2 ROPS/CC in writing.

4.1.3. SLD 30/XP is the initial contact for new range programs. Assistance in establishing new customer funded JONs can be obtained from SLD 30/XP as required. The practice of charging internal range JONs (Institutional/direct funds) shall be avoided and will only be used for contingencies to facilitate critical testing when customer funding will not become available in sufficient time to preclude serious operational impacts to the program. This requires approval by 2 ROPS/CC in writing. In all other cases, customer JONs will be charged when support is requested.

4.1.4. Only operations with valid ODs, or those defined as minor support, will qualify for scheduling support. All other operational requests will be considered based upon funding, time, and resource availability.

4.2. JPASO Launch and Test Scheduling. JPASO will coordinate and scheduled all Pacific Area space launch, ballistic, landing, and reentry operations, regardless of point of origin.

4.2.1. JPASO Scheduling Priorities. Pacific Area ranges requiring WR support which have been coordinated and scheduled through JPASO shall be accorded the same range priority as other WR launch/test customers. Likewise, WR missions requiring inter-range resources and support from member ranges shall be accorded similar priorities when coordinated and scheduled through the JPASO process.

4.3. WR Launch and Test Scheduling. All customer launch/test date requests must be coordinated through the JPASO office and formally submitted by letter to 2 ROPS/DOS. Initial (new) launch requests should be received at least 60-90 days in advance to ensure all range and safety requirements can be accomplished. Requests must include required date(s), the "Unclassified" launch/test windows (expected launch/test times), and valid JON information. Critical launch/test related major milestone activities directly impacting launch/test provider ability to meet requested dates must be identified and deconflicted before final request approval can be provided. Initial requests must include critical milestone activity schedules. Any request for a launch/test date on the WR falling within 180 days of the date the request is received must

include a list of major milestones (Mission Dress Rehearsals (MDR), Integrated Crew exercises (ICE), Systems Test, etc.) requiring WR support/instrumentation and requested dates for these milestones. Several acceptable transmission methods can be used to deliver requests to JPASO including hand delivered, mail, email, and FAX. However, final approval is contingent upon receipt of the original signed request. Approved launches, tests, and related major milestone critical path activities already on the schedule will normally have priority over new launch and test requests. Range policy is that only one launch/test date with one back up date can be requested and processed at a time. Multiple launch/test date requests will not be accepted.

4.3.1. Launch/Test Date Changes. All launch date changes will be coordinated through the JPASO office so that range and resource availability can be determined. Submission of formal written change requests to 2 ROPS/DOS is required with final approval contingent upon receipt of the original signed requests. When customer change requests are submitted, it is range policy that the currently approved launch/test date is relinquished. The launch or test will be removed from the calendar and the date becomes immediately available to other customers. The mission is subsequently placed into an "Indefinite" status until the new request date has been processed, coordinated, and approved.

4.3.2. When launch or test changes occur, range scheduling activities can become labor intensive because of the requirement to reschedule associated launch/test support. Likewise, there is often significant impact to other range customer support when pre-launch/test activities are moved in response to changes. Customers are strongly encouraged to relinquish approved launch/test dates as soon as it is determined the date cannot be achieved. In addition, it is highly recommended that rescheduling of pre-launch/test activities be delayed until a new date is determined. If there is an extended scheduling delay, it is recommended that launch or test associated operations be removed from the schedule entirely to free up range resources to other customers. Range users will not request launch/test dates that are unachievable as determined by UDS guidelines and SLD 30 Safety guidance. SLD 30/CC reserves the right to remove launch and test activities from the schedule when it becomes clear that approved dates cannot be achieved, IAW **paragraph 4.4.1** below.

4.3.3. Launch and Test Opportunities. Range user request dates are scheduled with the understanding that normally two launch or test attempts will be available. If the launch or test cannot be completed on the first scheduled date (first attempt), the following day will normally be available for a second attempt. 2 ROPS will make every effort to accommodate users that scrub on the first day but require more than 24 hours turnaround time before the second launch/test attempt. Other mission considerations may preclude such subsequent scheduling.

4.3.3.1. Exceptions are as follows:

4.3.3.1.1. If the range cannot support a second attempt, this information will be communicated to the customer to obtain concurrence. If the customer does not agree to this condition (only one launch/test opportunity available without a consecutive day backup), the range will discuss alternative dates where two consecutive opportunities can be provided. In cases where there is customer/range concurrence (to only one opportunity) but the first attempt fails, it is understood that the launch/test will automatically be moved to another open date that can be supported and mutually agreed upon in advance.

4.3.3.1.2. In cases where range users submit launch or test requests based on the expectation that a previously scheduled customer will not require a second day launch/test opportunity, they must agree to relinquish the request date if the previously scheduled customer elects to use the second day. Any launch or test customer wishing to advance ahead of, insert themselves between, or propose minimum turnaround time following a previously scheduled launch or test, may negotiate a schedule change with the customers involved, provided mutual agreement is obtained and WR capabilities can support the change.

4.3.4. Launch and Test Schedule conflict resolution.

4.3.4.1. Inter-range scheduling conflicts will be resolved IAW JPASO charter agreements and this instruction.

4.3.4.2. SLD 30 launch and test scheduling conflicts will be resolved IAW AFSPCI 13613 and this instruction.

4.4. WR Launch and Test Approval Process. 2 ROPS/CC is the approval authority for all WR launch and test activities. Launch and test requests are first processed by coordinating all requirements with supporting agencies, including JPASO member ranges. Once support agency concurrence is received, requests are forwarded to 2 ROPS/CC for final approval using 2 ROPS Form 588, *Launch Schedule Change Request*. All missions are considered to be in a "Pending" status until final approval is received. "Approved" launch/test status is subsequently forwarded to USSF SSC/S3 for inclusion on the CLSRB 36-month launch/test schedule. 2 ROPS/DOS recommendations are based on range turnaround times, taking into account instrumentation configuration requirements necessary for transitioning from the T-0 time of one mission type to the T-0 time of the next mission type. If launch/test date changes or additions require higher headquarters approval (above JPASO level), no changes are made to the official schedule until that approval is obtained on the 2 ROPS Form 5588. The designated customer contacts will be informed of the final request disposition by telephone or other appropriate means. The following figure and tables define launch and test request processing as well as range schedule status codes and terms. **Figure 4.1,** depicts the overall launch/test request scheduling and deconfliction process, **Table 4.1,** lists launch/test request processing stages, and **Table 4.2,** identifies official launch/test schedule status terms.

4.4.1. SLD 30/CC can remove launch or test dates (e.g., placeholder launch/test dates, etc.) from the WR schedule at their discretion. Criteria for removing launch/test dates are as follows:

4.4.1.1. Launch/test date is unattainable (unexecutable)

4.4.1.1.1. If reasonable doubt exists that the launch service provider can achieve the scheduled launch or test date.

4.4.1.2. National security requirements.

4.4.1.3. Input from SLD 30 units, Range Safety, the PSM, or the Mission Integrator predicated upon their insight into the launch/test program.

4.4.1.4. Input from the launch/test vehicle System Program Office (SPO), payload SPO, etc., regarding validated technical or programmatic issues that would prevent the launch/test provider from achieving the launch or test date.

4.4.1.5. Current contractual status.

4.4.1.6. Current CSOSA status (if applicable).

4.4.1.7. Current FAA licensing status (if applicable).

4.4.1.8. Experience with the launch/test provider.

Figure 4.1. SLD 30 Scheduling and Deconfliction Process.

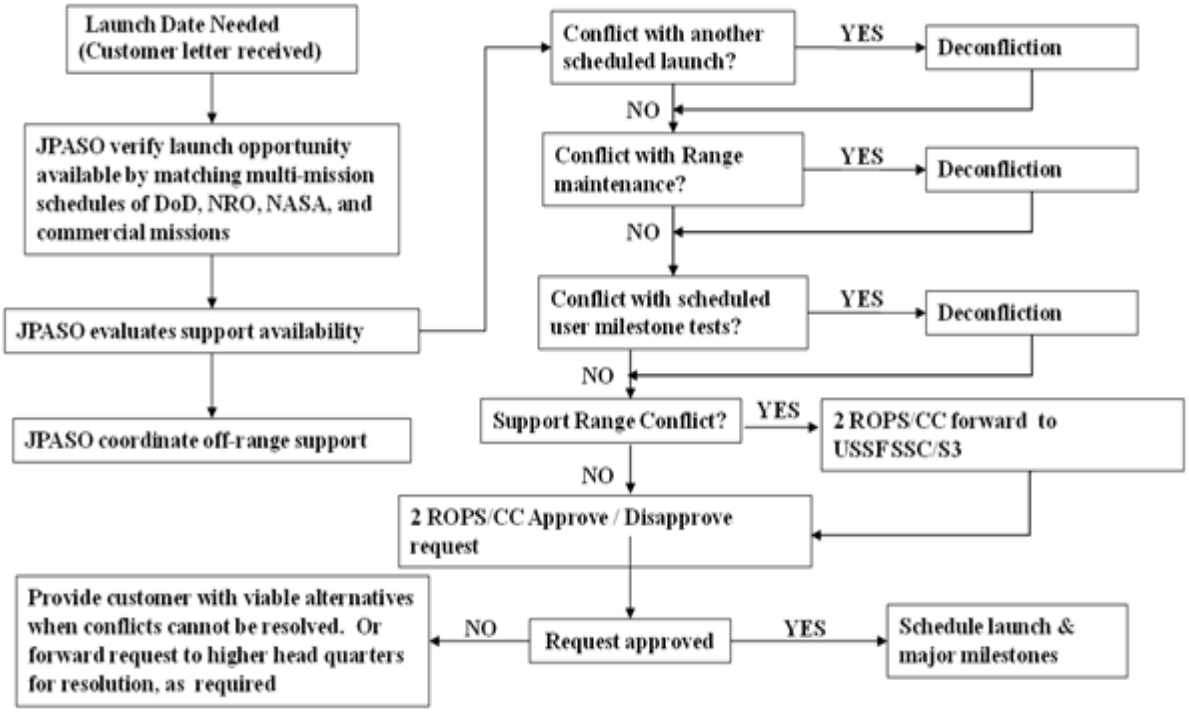

Table 4.1. Launch/Test Request Processing Stages Stage – Description.

Pending	Official range user request received – deconfliction and support range coordination in progress.
Approved	Deconfliction and coordination is complete, and request is approved by 2 SLS/CC and 2 ROPS/CC – launch/test added to WR/JPASO schedule.
Indefinite	Previously approved and scheduled launches or tests since removed from schedule due to unresolved issues or problems (e.g., payload, vehicle, funding) and no new date determined – awaiting range user request for new date or mission cancellation.

Table 4.2. Launch and Test Schedule Status Terms.

Term – Description	
Planning	Dates from launch/test service providers for planned or potential activities, as listed in the USSF SSC/S3 Space Launch Manifest – no official customer request received by WR.
Approved	Activities approved and scheduled for range execution.
Indefinite	Previously approved and scheduled activities since removed from schedule due to unresolved issues or problems (e.g., payload, vehicle, funding) and no new date determined.

4.5. Associated Operation Scheduling. Associated operations, which will run concurrently with specified primary launch/test operations, are not scheduled unless prior written approval is obtained from the primary launch/test system operator project office. It is the associated operation owner's responsibility to request such approval directly from the customer project office. Range users desiring to schedule this type of operation must present written approval to the 2 ROPS Program Support Manager, allowing sufficient time to coordinate and schedule the requirements.

4.5.1. Associated Aeronautical operation support. Major aeronautical operations supporting launch/test missions shall be coordinated through 2 ROPS/DON for processing and approval prior to submitting a schedule request.

4.5.2. Shadow Operation Support. Shadow operations are defined as operations of certified/non-certified range equipment, typically (but not limited to) new equipment being developed prior to delivery to SLD 30. It includes any activity to capture, record, or distribute launch/test vehicle, payload, or ground based instrumentation data. Requests for shadow operations will generally be made by the government POC (SLD 30/RM) to the appropriate 2 ROPS Range Engineer, with final approval granted through the 2 ROPS/CC/DO. This request must include the purpose/objective of the related op, validation that the system to be used is properly accredited from a security perspective (or is standalone), and identify any potential impacts to the primary op. The PSM will coordinate with all the appropriate parties (launch/test agency, START Treaty Office, etc.) and consider if said operations will affect any previous agreements, such as START requirements. Requests will include a rules of engagement document for 2 ROPS/CC signature upon approval of shadow op. Once approval is given, a T op will be scheduled to support the shadow op. Requests for related operations must be provided to the 2 ROPS Range Engineer NLT 45 days prior to the desired op date.

4.6. Major Pre-launch/test Operations Scheduling. Requests for major pre-launch/test activities support that must be completed on a specific day or within a defined time frame, which if not completed on time would cause a launch/test slip (e.g., mission dress rehearsals, flight program verification, range checks, or similar tests), must be submitted at least 30 calendar days in advance of requirements. This is necessary so that other conflicting operations that are less time critical can be moved without serious impact to other customers or launch/test missions. Critical path milestones will receive priority over other activities as long as this will not result in impacting another approved launch/test mission schedule. Other forecasted pre-launch/test operation requests will be submitted no later than 1200 local time on Thursday of the week prior to planned activities.

4.6.1. When scheduling problems or conflicts occur, it will sometimes be necessary to meet directly with the principal agencies involved to resolve issues or recommend alternative solutions. Meeting participants will vary depending upon the issues involved but will typically include affected customer(s), range scheduling representatives, individual program managers, and various range technical experts.

4.7. MOCC Coordination. Any activity which potentially affects range systems including construction projects, facility improvements, range maintenance, major system modifications, new equipment installations, or utility support will be coordinated through the MOCC at least ten business days before the activity, so impacts can be assessed and mitigated. Critical range system outages and/or failures expected as a result of planned activities must be coordinated well in advance of the project start date. Major system downtime requests will first be presented to the MOCC so that potential issues and risks can be evaluated and mitigated as necessary before final approval by 2 ROPS/CC. Requirements must be submitted two weeks in advance so that contingency plans can be formulated, and viable options discussed.

4.7.1. Any maintenance request that will remove a piece of instrumentation or significant range infrastructure from the schedule for longer than one workday will be coordinated using the Downtime Request (DTR) Process per **paragraph 4.7.4**. Maintenance downtime requests will normally come from the range support contractor, SLD 30/RM, 30 SCS, or 30 OSS. For maintenance that will cause the range to be unable to support launch/test and/or space landing operations, the 2 ROPS/CC will coordinate the request through fellow unit commanders, as applicable and will approve schedule execution through 2 ROPS/DOS.

4.7.2. Maintenance Resource Deconfliction. When resources are available without conflict, the requirement will be scheduled, as requested. If one mission preempts another, the MOCC will evaluate alternatives and make recommendations. Otherwise, when two or more agencies request the same resource at the same time, the MOCC will attempt to foster an agreement between agencies to optimize resource utilization. In cases where agreements cannot be reached, the MOCC will provide viable alternatives based on the situation, official directives, and existing policies. If proposed options are unacceptable, 2 ROPS/DOS will elevate the concerns or issues to 2 ROPS/CC for resolution.

4.7.3. Maintenance Priorities. The MOCC supports maintenance, sustainment, and modernization activities, with priority given in support of the long-term reliability and efficient range systems operation. In general, mission essential corrective equipment maintenance will be conducted as required to ensure range systems remain fully mission capable at all times.

4.7.4. Downtime Request (DTR) Process. The purpose of the DTR process is to ensure a clear understanding of the system interfaces, performance capabilities, and limitations associated with an equipment or system outage, and to determine what level of testing is required prior to returning the system to operation status. The DTR process ensures these concerns are addressed and coordinated through the proper agencies prior to taking a system down for more than 24 hours.

4.7.4.1. The DTR process requires System Managers to identify risks and impacts regarding equipment/systems down times. These assessments are presented for additional coordination at the weekly MOCC meeting.

4.7.4.2. VisualRV Business Process Management Software hosts the DTR process. DTRs are submitted on-line using the VisualRV system and are tracked to completion in the system by the 2 ROPS/DOS DTR Coordinator.

4.8. Major Maintenance and Range Sustainment Scheduling. Planned maintenance and major modifications involving range instrumentation systems which will prevent execution of any or all launch and test missions for periods greater than 72 hours must be requested, coordinated, and scheduled well in advance of requirements. It is recommended that major system outage requirements be submitted to the MOCC for consideration at least six months in advance whenever possible. Requests must be coordinated through the MOCC so that range and customer impacts can be assessed and viable contingency plans formulated as necessary.

4.8.1. Sustainment requests must minimally include the following items.

4.8.1.1. Date(s) requested (must include initial installation, testing, and final certification).

4.8.1.2. Alternate time frames in case desired dates are unavailable.

4.8.1.3. Site status (include status of other sites that will be directly impacted by the action)

4.8.1.4. Overall Range Status.

4.8.1.5. Identify any limiting factors (i.e., time required to restore affected systems to normal operations in response to emergencies, resource or testing issues, etc.) or dependencies including, but not limited to, contractual agreements (can or cannot perform work after normal duty hours, on weekends, or related issues).

4.8.1.6. Primary and alternate points of contact (include government and contractor OPRs).

4.8.1.7. Other pertinent details as appropriate.

4.9. Range and Site Status Code Definitions. A listing of Range and Site Status definitions is contained in **Tables 4.3., and Table 4.4**.

Table 4.3. Site Status Codes Code – Definitions.

NMC	Site is unable to support operations
PMC	Site status is degraded- can support some, but not all operations
FMC	Site Fully operational

Table 4.4. Range Status Codes Code – Definitions.

Red	Range cannot support any launch or test customer operations
Yellow	Range status degraded – can support some launch or test operations, but not others
Green	Range is fully operational – can support all launch or test operations
	* requirements Note: Range capability is determined on a mission by mission basis, dependent upon

4.10. Forecast Scheduling Element. The forecast element will integrate and publish a weekly schedule of forecasted activities including all range user requirements, internal range tests to include maintenance, modifications, software development, pre-launch/test readiness checks, and other range requirements. Future requirements scheduled beyond the current week as defined below are considered to be planning dates. The weekly Range Operations Schedule is finalized and becomes firm at 1200L each Thursday for the following week. Although weekly schedules are not finalized until the week before, all customer requirements must be submitted no later than two weeks prior to the needed date. Late changes (received after the two-week deadline) will be limited and subject to the following rules:

4.10.1. Late schedule additions (new requests) will only be accepted when there are no conflicts during the requested time frame and the resources are available.

4.10.2. The 2 ROPS/DOS weekly schedule is a listing of all range operations for a seven-day period starting on Sunday at 0001L through the following Saturday at 2359L.

4.10.3. Current range scheduling information can be viewed on the SLD 30 MOCC website. Arrangements to receive an electronic copy of the schedule can also be made by contacting 2 ROPS/DOS directly.

4.11. Real Time Scheduling Element. Real Time Scheduling will provide support in response to requests for specific documented tests requiring range and base resources to support scheduled launch/test, pre-launch/test, and post-launch/test activities. Real time range support will be provided according to mission priorities and established safety and security criteria that are consistent with the optimum use of support facilities. Before committing resources, Real Time Scheduling will verify that all requested support is funded.

4.12. Data Production Planning and Control. The scheduling office is responsible for test data production, planning, data quality, and data delivery. Range scheduling manages all test data production including pre-launch/test, launch/test, and special data requirements. It also coordinates the planning, scheduling, evaluation, and delivery of test data with range users, support ranges, and other DoD agencies. The data production schedule is normally controlled by the availability of the data centers, which are used to produce the required data items and the data delivery times listed in the Data Distribution Listings (DDL). Refer to **Chapter 8** for detailed instructions on identifying and/or changing data production schedules and distribution requirements.

4.12.1. The scheduling office provides control of all real time test data production and interfaces with the range user on all inquiries and/or complaints.

Chapter 5

RESPONSIBILITIES AND PROCEDURES

5.1. Range Responsibilities. WR serves as primary interface to launch and test customers for range scheduling matters. The range is required to maintain an executable launch and test schedule as defined by AFSPCI 13-613.

5.2. Prerequisites for Scheduling. All range users will provide separate listings of individuals who have been authorized to schedule launch/test and pre-launch/test activities for the customer. One listing will include only those who are authorized to schedule launch/test operations. The listing must include those individuals who have firsthand knowledge of launch/test activities and are authorized to make scheduling decisions. A letter will be required from the range customer unit commander or launch/test director to add, delete, or reschedule launch/test operations. The second listing will contain names of individuals authorized to schedule all other range activities (excluding launches). Authorized scheduler letters must be updated annually or when there are changes **Attachment 2**.

5.3. Customer Scheduling Responsibilities. New scheduling representatives are invited and highly encouraged to meet with 2 ROPS/DOS prior to scheduling operations for an orientation into the range scheduling process. The Range Scheduling Flight can provide valuable scheduling information and insight. The following sections describe standard scheduling procedures.

5.3.1. Long Range Launch/Test Forecasts. Range customers will submit updated forecasts of planned test activity to 2 ROPS/DOS at least five workdays prior to each JPASO conference and as requested to support CLSRB meetings. Forecasted activities will be classified in IAW individual Program Security Classification Guides. The forecast will also include information applicable to each test, such as:

5.3.1.1. Operation Number, if assigned.

5.3.1.2. Month, date, and time of test to be conducted.

5.3.1.3. Program Job Order Number.

5.3.1.4. Vehicle Type.

5.3.1.5. Operations Directive (OD) number.

5.3.1.6. Launch/Test Site.

5.3.1.7. Mobile sensor requirements.

5.3.1.8. Impact area(s).

5.3.2. Weekly Schedule Requests. The Weekly Schedule is a listing of firm user range support requirements (launch/test and pre-launch/test activities) for the next week. User requirements will be submitted to 2 ROPS/DOS and recorded on 2 ROPS Form 5587, *Scheduled Operation Record Card*, no later than 1200L on Thursday 2 weeks prior to the required date. Finalized schedules are normally published on the last working day of the week for the following week. Each schedule request will include the below information:

5.3.2.1. Date and time test is desired.

5.3.2.2. OD number and exceptions or additions.

5.3.2.3. Job Order Number.

5.3.2.4. Location (building, area, or launch/test site).

5.3.2.5. 2 ROPS PSM name.

5.3.2.6. Identity of the range user, test conductor, and individual contact telephone numbers.

5.3.2.7. Associated operation number.

5.3.2.8. In the case of pre-launch/test support operations, define data items required if greater or less than specified in the OD.

5.4. Real Time Scheduling. the Real Time Scheduling Element Control is responsibility for the current week schedule including added, rescheduled, or extended operations. Authorized scheduling representatives are required to coordinate all changes, updates, extensions, compilations, etc., through Real Time Scheduling as soon as possible. Operations added to the real time schedule require the same information as identified in **paragraph 5.3.2** of this instruction.

5.4.1. Operational requests must comply with EWR 127-1, *Range Safety Requirements* and AFSPCMAN 91-710, *Range Safety User Requirements* (or a waiver obtained); and all hazardous procedures must be approved by the SLD 30 Safety Office (SLD 30/SE).

5.4.2. A minimum of 24-hour advance notification is required for operations requiring airspace coordination, Missile Operations Support, Civil Engineering, or Railroad Trainmaster support.

5.4.3. Scheduling requests will not be accepted when requirements conflict with other operations already on the schedule. Scheduled operations (except those listed as NIB) have scheduling priority for the date(s) and time(s) scheduled. If requested resources conflict with already scheduled operations users may negotiate support directly with the user involved. Provided all parties agree and the range can support the agreement, the request will be processed. When parties do not agree, the range will offer alternative date(s) and time(s) depending upon resource availability.

5.4.4. When operations are scheduled, all support listed in the OD will be committed to the operation except those resources deleted by the customer or deleted by mutual agreement. Any agency requiring instrumentation or facilities not listed in the OD must contact the PSM for a determination and approval before the resources can be committed. When new requirements are added 2 ROPS/DOS will coordinate with appropriate SLD 30 agencies, contractor offices, and support ranges to determine range resources availability. If support can be provided, and adequate coordination has been accomplished, requested resources will be scheduled. This will constitute a range commitment and authorize supporting agencies to issue necessary instructions.

5.4.5. Operation Completion Requirements. Range users are required to advise the Range Scheduling Office whenever operations are completed. Immediately upon test completion, the test conductor (or person in charge of the operation) must notify Real Time Scheduling the operation is complete. Calls are required whether or not test support was satisfactory. If problems were encountered during the operation, provide a brief unclassified description. This information will be recorded for historical proposes. Notify Real Time Scheduling of any

changes in post-operation data requirements immediately upon completing each test. During non-duty hours (1600L-0700L) range users are required to provide completion times to both Real Time Scheduling and the SLD 30 Command Post (two calls required). During non-duty hours leave one message on the Real Time Scheduling answering machine indicating the operation number, completion time, and any problems encountered as described above. Then notify the SLD 30 Command Post at ext. (805) 606-9661 to report operation completion.

5.5. Internal WR Test Scheduling. All internal range tests are scheduled through the range support contractor office. Internal testing includes, but is not limited to; preventive maintenance, system modifications, developmental hardware engineering/software development, system degrades, and system outages. All requests must be approved by appropriate authorities before they are submitted to the range support contractor for processing. The contractor in turn coordinates assets requested with all support agencies prior to submitting requests to 2 ROPS/DOS for approval. 2 ROPS/DOS will process and integrate all range activities into the overall schedule as required to accomplish the mission.

5.6. Launch/Test and Hazardous Operation Safety Notifications. 2 ROPS/DOS is responsible for providing hazardous operations safety notifications to various agencies. Mandatory safety notifications involving land, national and international air and sea space are sent to affected agencies and made available to the general public as required. Hazardous operation notifications are communicated to affected agencies by official messages or letters as appropriate.

5.7. Other Range User Responsibilities. Range users shall:

5.7.1. Provide representation at quarterly JPASO conferences and weekly MOCC meetings to discuss program related scheduling issues.

5.7.2. Base Activities Notifications. Inform Real Time Scheduling when user scheduled base support activities (maintenance or modification to power, roads, water, etc.) will potentially impact unscheduled launch/test processing.

5.7.3. Inform JPASO of the status of operations on the current and long range forecast as changes occur.

5.7.4. Contact JPASO to relinquish unattainable launch/test dates as soon as information becomes available that indicates an approved launch/test date cannot be met.

Chapter 6

SCHEDULES AND STATISTICAL REPORTS

6.1. Forecasts, Schedules, and Reports. The items listed below are prepared and distributed by 2 ROPS/DOS. Agencies desiring regular or periodic forecasts, schedules, or reports must submit written requests along with justification to 2 ROPS/DOS. Non-DoD civilian agencies requesting these items must have the military sponsor or contract monitoring officer endorse requirements before item can be released. Requests and endorsements must be submitted to 2 ROPS/DOS in advance.

6.1.1. JPASO Pacific Area Operations Schedule. This document can be viewed on the SLD 30 MOCC website.

6.1.2. JPASO Bi-Monthly Telecon. This is a combined joint review with the JPASO members. The purpose is to review all operations, events, and downtimes/range sustainment periods affecting inter-range shared resources and support. The JPASO Pacific Area Operations Schedule is updated after the completion of the review.

6.1.3. One Year Schedule of START (Strategic Arms Reduction Treaty) Accountable Launches Message. This message is transmitted on the 15th day of each month. It includes the One Year schedule of START accountable launch missions scheduled at the WR.

6.1.4. Weekly Schedule Forecast. A schedule of all WR range activities covering a seven-day period beginning each Sunday at 0001L through the following Saturday at 2359L. Weekly schedules are published on the last work day prior to the week of execution.

6.1.5. Daily Schedule. Daily WR operations schedules are distributed by the range scheduling system via email each workday. Operations may appear on this schedule at times differing from those designated in the weekly forecast due to changes in requirements. Therefore, all support agencies associated with test operations will review the daily schedule for final requirements.

6.2. Resource Utilization Summary. The WR Operations and Workload Summary, published monthly, provides a quantitative measurement of range systems workload capacity and the amount of work these systems perform. This summary is generated from data that is collected and processed within the range scheduling system. Requests for this document may be submitted in writing to 2 ROPS/DOS.

Chapter 7

OPERATIONS SECURITY

7.1. Schedule Classification. Some programs impose security classification requirements on activities associated with the program. Often this causes schedules to be Controlled Unclassified Information (CUI). When required, schedules must be handled IAW DoD security directives and specific program security classification guides. A summary of applicable security classification guidance is usually published in individual program Operation Directives (OD).

7.1.1. Daily and weekly schedules published by 2 ROPS/DOS are always unclassified. Reference to classified aspects of a program, test, or activity will be limited to the WR Operations Number, date and time of the operation, test title, and location. No other information regarding the classified aspects of a program will be written, discussed, or revealed in unclassified form.

7.1.2. The fact that an operation has been completed does not mean an operation has been declassified. Detailed guidance regarding the security classification of information is available from individual program security classification guides. A required course of action is to protect the security of post-operation activities in the same manner as used prior to the operation, unless otherwise directed by the range user, program official, or security classification guide.

7.2. Operations Security (OPSEC) Practices. A significant amount of operations information, although unclassified, is considered "sensitive" and will be treated on a need-to-know basis. Observations of general launch complex activities, certain correspondence and telephone calls during routine business, and the implementation of various plans and activities related to the conduct of operations can all be indicators for an impending operation. All personnel must be alert to the fact that sensitive unclassified information, if freely discussed, can, by compilation, compromise classified information. Information pertaining to any aspect of test operations will not be discussed with anyone except those whose duties require the information. Strangers, neighbors, friends, and relatives are not in this need-to-know category. Such terms as "launch," "firing operation," or other terms denoting an actual operation will be avoided.

Chapter 8

DATA PRODUCTION POLICIES AND PROCEDURES

8.1. Data Production Responsibilities. A 2 ROPS/DOS Forecast Scheduler oversees the range support contractor management of data production planning scheduling, data evaluation, and data delivery.

8.2. Test Data Changes. Changes to the established operations directive and data distribution listing requirements can be made as follows:

8.2.1. If range users wish to delete or modify data requirements prior to scheduled operations, the changes must be submitted in writing to 2 ROPS/DOF or 2 ROPS/DON as appropriate. If the changes are valid, the PSM will revise documentation as needed. Within 12 hours of the scheduled operation, 2 ROPS/DOS will accept emergency technical changes for test data and coordinate with the appropriate PSM for approval.

8.2.2. If range users wish to delete or modify data requirements after completing a scheduled test, they should contact 2 ROPS/DOS. Range scheduling will coordinate all requests for modifications to post-operation data with the PSM. If approved, 2 ROPS/DOS will either take the change request directly from the user or coordinate a 2 ROPS Form 5583, *Data Request*.

8.3. Data Status. Information pertaining to specific data items, such as when and how shipped, pickup dates, special handling instructions, etc., will be provided by 2 ROPS/DOS on request.

8.4. Data Discrepancies. In the event the range user finds errors in the test data, they should contact 2 ROPS/DOS as soon as the discrepancy is discovered and answer the following questions:

8.4.1. Will complete replacement of data be required?

8.4.2. Is partial replacement of discrepant data required (be specific)?

8.4.3. Can WR have discrepant data returned? If so, when?

8.4.4. How soon is the replacement data required?

8.4.5. After 2 ROPS/DOS obtains the above information, a Data Request will be initiated directing the range support contractor to produce replacement data in time to meet specified data delivery times, when possible.

8.5. Range Data Questionnaire (RDQ). A blank Range Data Questionnaire (RDQ) Memorandum **Attachment 3** and a WR memorandum on data quality are issued with each data package delivered to range users. The range user is requested to provide 2 ROPS/DOF a completed RDQ within 60 days following an operation from which unsatisfactory data was received. The 2 ROPS PSM will distribute the returned RDQ to the applicable 2 ROPS flight for documentation control, and will track each RDQ through the administrative cycle.

8.6. Data Requests. The 2 ROPS Form 5583, *Data Request*, is designed to provide a quick response method of obtaining specific data items after the range user has submitted total test data requirements:

8.6.1. 2 ROPS Form 5583 will be used:

8.6.1.1. To request a one-time data item for a single test.

8.6.1.2. To obtain a special data item not previously identified in the original data requirements.

8.6.1.3. To obtain follow-up data that is required because of unexpected results from previous tests.

8.6.1.4. To identify requirements for a data item that is not in the Standard Operational Data Item Manual (SODIM).

8.6.1.5. To increase the number of copies of a data item that is specified in the OD.

8.6.1.6. To activate delivery of data items coded "On Request" in the documentation.

8.6.1.7. The data request will not be used to circumvent submitting the data requirements IAW the Universal Documentation System (UDS).

8.6.1.8. Data requests from aerospace contractors and recipients not identified in the OR documents will not be accepted without specific approval of the appropriate 2 ROPS PSM.

8.6.1.9. Data produced in response to a data request is normally produced on a "first-in, first-out" basis. However, mission priorities and data production center set-up may necessitate altering the normal production flow. Normal delivery for "routine" data requests is 10 days; "expedite" data requests require 5 days. However, these times are subject to range activity and equipment availability. In any case, 2 ROPS/DOS will contact the requester and negotiate an acceptable data delivery time.

8.7. Data Handling. Unclassified test data is shipped off base via United States Postal Service (USPS), first class parcel post, or with customers funding Federal Express (Fed-Ex). If the test data is classified, it is shipped as USPS first class registered mail.

8.8. Data Quality Control. The WR operations contractor performs a sample inspection of all WR data. Normally, most data items which have been inspected, will have an inspection stamp on the label. During the inspection process, the inspector may find some data that has minor deficiencies in the labels, minor dropouts, or a pen failure. If there are minor discrepancies that do not invalidate the data, the discrepancies will be identified with a Quality Control Synopsis. If the test data recipient does not agree with the inspector's assessment of the data, notify 2 ROPS/DOS immediately.

8.9. Data Storage. The WR will only store range user test data for 365 days. Therefore, range users are required to accept permanent custody of their test data upon delivery. Request for "On Request" data must be submitted within 72 hours after completing the test.

8.10. Test Data Planning. There are times when the quality of test data cannot be guaranteed due to unusual test conditions. These conditions are:

8.10.1. Engineering Test Basis (ETB) data may be available to users in the event of a launch/test anomaly, following approval by SLD 30/RM.

8.10.2. Limited Commitment Basis (LCB) Data. The WR may commit range resources that are not fully developed or that have not met all acceptance criteria established by the appropriate range agencies in order to meet range user objectives. Any LCB system called up will be at the range user's cost and the LCB data will be on a "best available basis." Since data timelines and data quality cannot be guaranteed, LCB data will be delivered to the range user only after the approval of the PSM.

8.11. Post-launch/test User-Supplied Flight Parameters. The range user is required to provide various launch/test "event times" to the WR within 6 hours after launch/test. Postlaunch/test data processing cannot start until the WR has the event times. These event times must be forwarded in writing and must be signed by the government sponsor or contract monitor. If the information is classified, it must be marked in IAW applicable security directives. Delay in providing these launch/test dependent flight parameters may result in comparable delays in producing operational test data.

8.12. Availability of Scheduling Forms. SLD 30 scheduling forms can be obtained by calling 2 ROPS/DOS, DSN 276-8825 or COMM (805) 606-8825 or (888) 240-1233. **Note:** 2 ROPS/DOS requires an original copy of each form submitted by range users. The scheduling office will provide appropriate training on use of SLD 30 test data forms upon request.

ROBERT A. LONG, Colonel, USSF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Directive 3200.11, *Major Range and Test Facility Base Policy and Responsibilities,* 27 December 2007

DAFMAN90-161, *Publications and Forms,* 15 April 2022

AFI33-324, *Information Collections and Reports Management Program,* 22 July 2019

AFSPCI13-613, *Launch Forecasting, Planning and Scheduling Procedures,* 16 July 2018

EWR 127-1, *Range Safety Requirements*

AFSPCMAN91-710, *Range Safety User Requirements*

Prescribed Forms

2ROPS Form 5583, *Data Request*

2ROPS Form 5587, *Schedule Operation Record Card*

2ROPS Form 5588, *Launch Schedule Change Request*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

AFFTC—Air Force Flight Test Center

AFSCN—Air Force Satellite Control Network

CLS—Current Launch Schedule

CLSRB—Current Launch Schedule Review Board

CSOSA—Commercial Space Operations Support Agreement

DDL—Data Distribution List

DoD—Department of Defense

DTR—Downtime Request

ER—Eastern Range

ETB—Engineering Test Basis

FAA—Federal Aviation Administration

HQ USSF—Headquarters United States Space Force

IAW—In Accordance With

JPASO—Joint Pacific Area Scheduling Office

JON—Job Order Number

LCB—Limited Commitment Basis

MOCC—Maintenance and Operations Coordination Center

NAWC—Naval Air Warfare Center

NIB—Non-Interference Basis

NMC—Non-Mission Capable

OD—Operations Directive

OPSEC—Operations Security

OPR—Office of Primary Responsibility

OPSCAP—Operations Capability

OR—Operations Requirements

OT&E—Operational Test and Evaluation

P-3—Instrumentation Aircraft (Telemetry and Optics)

PMRF—Pacific Missile Range Facility

PRD—Program Requirements Document

PSM—Program Support Manager

PSP—Program Support Plan

RDQ—Range Data Questionnaire

ROC—Range Operations Commander

RSS—Range Scheduling Support

RTS—Reagan Test Site

SLD 30/CV (O)—SLD 30 Vice Commander for Operations

SLD 30/RM—Space Launch Delta 30 Range Management

SLD 30/SE— Space Launch Delta 30, Safety Office

SLD 30/XP—Space Launch Delta 30, Plans and Programs

SPO—System Program Office

SSM—Space lift Status Messages

START—Strategic Arms Reduction Treaty

UDS—Universal Documentation System

USSF—United States Space Force

USSF SSC/S3—United States Space Force Space Systems Command Operations

WR—Western Range

Office Symbols

2ROPS/DOF—2d Range Operations Squadron / Program Support Manager

2ROPS/DON—2d Range Operations Squadron / Airspace and Offshore Management

2ROPS/DOS—2d Range Operations Squadron / Scheduling Flight

Terms

Area Surveillance Officer (ASO)—An individual who coordinates all Area Control Center

(ACC) up—range support for flight test operations, ensuring air controllers comply with military, DoD, and FAA rules and procedures. The ASO provides real time notification in support of aeronautical test operations.

Allocation of Resources—A commitment by Range Scheduling (2 ROPS/DOS) of SLD 30 resources required to support an operation. It includes, but is not limited to, instrumentation, airspace, frequencies, support facilities, and base activities.

Associated Operation—Operation conducted to support an objective of some other major milestone event or launch/test-related activity as its basic source. Associated Operations are charged to the same account (JON) they are linked to.

Downtime—The time a system, site, or facility is not available to support range operations. Downtime is required for unplanned contingencies and scheduled maintenance, engineering modification, repair, etc.

Job Order Number (JON)—An eight-digit program account number that is assigned to track all costs incurred in support of operations scheduled at the Western Range (WR).

Launch/Test Operation—A complete countdown including ignition firing and lift-off of a missile or other launch/test vehicle and plus-count activities.

Major Pre-launch/test Operation—A major milestone, pre-launch/test activity that requires major WR, or other support range resources. Examples of major milestone operations include Combined System Test (CST), Wet Dress Rehearsal (WDR), Mission Dress Rehearsal (MDR), and range check.

Minor Support Operation—Any operation that does not require a major commitment of WR instrumentation resources.

Non-Interference Basis (NIB)—Any operation that does not affect the operational capability or redundancy of a site/system, its baseline configuration, or its status code per **Tables 4.3**, and **Table 4.4**.

Operation—A procedure that commits resources, including (as appropriate), tracking and data acquisition, data reduction, communications, meteorology, utilities, photography, security, frequency management and control, and all other base support services relevant to the SLD 30 mission. This includes other ranges when range support is required beyond the nominal boundaries or capabilities of the lead activity.

Plus-count Activities—Activities occurring after missile or rocket lift-off (T-0).

Range Operations Schedule—The formally accepted workload schedule. The schedule is transmitted to WR support sites daily, Monday through Friday, except federal holidays, and officially specifies all operations supported by the WR during the current week. Specific support questions should be directed to 2 ROPS/DOS, Real Time Section, as schedules require continuous updating.

Range Scheduling—Range Scheduling serves as the principal point of contact with the user for planning, execution, and coordination with other activities to obtain total support.

Range Support Contractor—The contractor responsible for operations, maintenance and sustainment.

Range User—An agent or agency authorized to conduct operations on the WR.

Related Operation—An operation conducted to achieve an objective not associated to, but dependent upon, a major operation for meeting planned objectives. Related operations are linked to certain operations but charged to a different JON.

System Manager—Individual who provides technical oversight and oversees modifications of a specific range instrumentation system.

(T-0) Time—A predetermined time period within the range user's window at which an event will take place, unless otherwise specified. Usually, T-0 is at the start of the operation.

Test Conductor—A range user representative who is responsible for the technical conduct of an operation. The test conductor must be available at a console or telephone during the scheduled operation.

Attachment 2

SAMPLE SCHEDULING REPRESENTATIVE MEMORANDUM

Figure A2.1. Sample Scheduling Representative Memorandum.

Current Date

MEMORANDUM FOR 2 ROPS/CC
ATTN: 2 ROPS Scheduling Director
1602 California Blvd, Suite 254
Vandenberg SFB CA 93437-5216

FROM: (YOUR ORGANIZATION)
(YOUR ADDRESS)

SUBJECT: (Name of Program) Scheduling Representatives for Western Range Operations

The following personnel are authorized to schedule/reschedule or slip launch operations for (Name of Program):

Name: Phone:

The following personnel are authorized to schedule/reschedule or slip non-launch operations for the (Name of Program):

Name: Phone:

Provide point of contact telephone numbers for after hour coordination and questions.

CUSTOMER ORGANIZATION COMMANDER/PROGRAM MANAGER

Attachment 3

SAMPLE RANGE DATA QUESTIONNAIRE MEMORANDUM

Figure A3.1. Sample Range Data Questionnaire Memorandum.

Date

MEMORANDUM FOR 2 ROPS/DOF
806 13th Street, Bldg 7015, Suite 178

Vandenberg SFB CA 93437

FROM: _____

SUBJECT: Range Data Questionnaire

1. Please fill out the information below, fold and return to us. We need your input, if the Western Range is not giving you satisfactory service:

a. Operation Number _____ OD Number_____ OD Date _____

b. Data Item _____ Item Number _____

c. Data Source_____ Data Recipient _____

d. Person to be Contacted _____ Phone Number _____

2. If there was a discrepancy in the data handling, we would like you to check off area(s) where the discrepancy was found:

Quality____ Quantity_____ Reproduction_____ Labeling_____ Identification_____

Timing_____ Late Delivery____ Time Intervals_____ Packaging_____ Security_____

Classification_____ Other_____

3. Please provide any remarks/comments that can describe the above discrepancy:
(If additional space is needed, just use a blank sheet of paper)

YOUR ORGANIZATION'S COMMANDER / PROGRAM MANAGER