

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**

**HILL AFB INSTRUCTION 10-401
5 OCTOBER 2004**



Operations

**SUPPORT OF UNITS DEPLOYED
TO HILL AIR FORCE BASE**

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OPR: 75 LRS/LGRR (Brian Rajigah) Certified by: 75 LRS/LGRR(Capt Richard A. Pike)
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This instruction implements AFPD 10-4, *Operations Planning* and prescribes the procedures for requesting OO-ALC support for units deploying to or through Hill AFB. It applies to Hill AFB organizations (including geographical separated units stationed at Hill AFB) providing support to/or involved in hosting a deployed unit at Hill AFB and units deploying to Hill AFB. This publication requires the collection of information protected by the Privacy Act (PA) of 1974. The authority to collect the records prescribed in this publication is Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*. Maintain and dispose of records in accordance with AFMAN 37-123, *Management of Records*, and the WebRims Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. See Attachment 1 for Glossary of References and Supporting Information.

SUMMARY OF REVISIONS

Changed the OPR from 75 ABW/XPI to Contingency Planning and Training (75 LRS/LGRRP); added 514th Flight Test Squadron (paragraph 1.6); note two changes airfield hours (paragraph 2.3); changed paragraph 2.10 to paragraph 2.11; added paragraph 6.2.3.1; added 75LRS (LGRV) (paragraph 6.5); added office symbol (Para 6.8.); added Protection Level and AFI 31-101 *The Air Force Installation Security Program* (paragraph 6.13.1); changed airfield hours and added Base operation hours (paragraph A3.2.1); added Keynote combat aircraft, and pads 3, 6, & 7 F16 and A10s parking spots numbers (paragraph A3.2.3); added JP-8 plus 100 (paragraph A3.2.7); and added office symbol and operations (Attachment 2).

1. Concept of Operations. Under the following circumstances, Hill AFB will be used as a deployed site:

- 1.1. The unit is deploying in order to engage in Utah Test and Training Range (UTTR) activities, air-to-air or air-to-ground.
- 1.2. The unit is deploying for test and training purposes that are not directly related to UTTR utilization.
- 1.3. The unit is using Hill AFB as an arrival or departure airfield.
- 1.4. The unit is using Hill AFB in order to support 388 FW flying operations.
- 1.5. The unit is using Hill AFB in order to support 419 FW flying operations.
- 1.6 The unit is using Hill AFB in order to support 514th Flight Test Squadron flying operations.
- 1.7 Det.1, 86 Fighter Weapons Squadron (A/G WSEP, "Combat Hammer").

2. Deploying Unit Responsibilities.

2.1. Establish a point of contact within the 75th Logistics Readiness Squadron, Contingency Planning and Training (75LRS/LGRRP, DSN: 777-6796) and submit the [OO-ALC IMT 510](#), **Deployment Request**, no later than 45 days prior to scheduled arrival date at Hill AFB if not dropping live ordnance. **NOTE:** Units requiring munitions support (i.e. storage and maintenance) must submit their munitions support requirements to 75 LRS/LGRRP (email: [75 LRS/DCC@hill.af.mil](mailto:75LRS/DCC@hill.af.mil) or Fax DSN: 777-7226) no later than 120 days prior to arrival. This notification is required to ensure adequate munitions storage and maintenance space is available.

2.1.1. The [OO-ALC IMT 510](#) and the signed request to conduct live munitions operations (see sample memo on Attachment 2) may be e-mailed to 75LRS/DCC@Hill.AF.Mil, faxed to DSN: 777-7226 or mailed to 75 LRS/LGRRP, 7520 Wardleigh Rd. Hill AFB, UT 84056.

2.2. Submit Obligation Authority for services rendered using one of the following funding documents (1) [AF IMT 616](#), **Fund Cite Authorization (FCA)** or (2) [DD Form 448](#), **Military Interdepartmental Purchase Request**.

2.3. Indicate on the funding document that it is for civilian overtime for airlift management, loading, and unloading. Units or organizations planning to fly mission originating or terminating at Hill AFB must schedule all flying operations within published airfield operating hours (0800 – 2200 local Monday – Thursday, 0800 – 1800 Friday and 1000 – 1800 Saturday/Sunday).

2.4. All general-purpose vehicles required should be rented. U-Drive-It vehicles cannot be guaranteed. Vehicle requirements over and above organic capability will necessitate unit funding and negotiating with General Services Administration (GSA) Interagency Motor Pool, or

contacting a local commercial rental firm. This should be accomplished prior to arrival to ensure availability of required vehicles.

2.5. Contact the Airfield Manager (Airfield Management (75 OSS/OSAM), DSN 586-6003) to receive an airfield safety brief. Obtain an aircrew briefing from the host flying organization. Briefings will address safety, noise abatement, security, airfield familiarization and flight line driving.

2.6. Units must deploy with a weather forecaster to provide specialized weather support.

2.7. Units will coordinate with the 775 Civil Engineer Squadron Readiness Flight (775 CEG/CEX, Disaster Preparedness, DSN 777-4184 or 777-4185) to develop clear command and control responsibilities for any disaster requiring Disaster Control Group (DCG) response.

2.8. Be prepared to provide funding for civilian overtime for refueling support or deploy with qualified personnel to support refueling of your aircraft.

2.9. Units will provide to Public Affairs (75 ABW/PA), as applicable, 388 FW/PA or 419 FW/PA) the names and telephone numbers (duty hours and after duty hours) for local and home station Public Affairs POC for use in case of an accident or other news media interest in the deployed unit's activities.

2.10. Units will provide the Command Post (75 ABW/CP) with a daily printed flying schedule that includes: (1) Call sign, (2) Type aircraft (3) Tail number/assigned unit (3) Pilot Name (4) Scheduled take-off time (5) Scheduled landing time, and (5) Unit's flying supervisor's name and telephone extension while unit's aircraft are operating.

2.11. Upon arrival, provide 75 ABW/CP and Airfield Management Operations (75 OSS/OSAMB) with letter indicating senior member of unit and where member can be located during duty and non-duty hours. Include host unit, POC, and duty phone number.

2.12. To facilitate a smooth redeployment via Military/Contract aircraft, Air Force units must provide a MANPER-B and LOGMOD Log Plan file to 75 LRS/LGRRP. All other units must have a [DD Form 1384](#), **Transportation Control and Movement Document** for all cargo/equipment and a passenger list on MICROSOFT® Excel spreadsheet with the following information: Name, SSN, Rank, ULN, AFSC/MOS, Branch of Service. (See Sample in Attachment 3) **NOTE:** Units redeploying via commercial surface mode, must contact EG&G (DSN: 777-6117) to arrange surface transportation as soon as possible after arrival at Hill AFB.

3. Tasked Organizations. [OO-ALC IMT 510](#) will be sent to Department of Defense (DOD) units who wish to deploy to or through Hill AFB. Data obtained from requesting units will be forwarded to tasked organizations by 75 LRS.

4. Intelligence. All intelligence information intended for use by the deploying unit, real world or exercise, will be provided to the appropriate individuals by the unit hosting the deployment as required.

7274 **Operations.** 75 ABW/CP, 75th Operations Support Squadron (75 OSS), and major flying unit tenants will be advised of anticipated deployed unit flying and maintenance engine run activities. Supervisor of flying requirements will be identified to the sponsoring unit. **NOTE:** Non-assigned units will not fly live ordnance from Hill AFB or run engines at high power setting after airfield operating hours without written authority from the 75th Air Base Wing Commander (75 ABW/CC). Reference Hill AFB Instruction 13-201, *Air Traffic Control and Flight Operations*.

Table 1. Quick Reference Guide

| If you | You must | POC |
|--|---|---|
| will be conducting flying operations from Hill AFB in support of 388 FW | establish a flying Unit sponsor and submit the OO-ALC IMT 510 to 75 LRS NLT 45 days prior to arrival date at Hill AFB | 388 FW Current Operations Flight (388 OSS/OSO) DSN: 777-2541 |
| | | 75 LRS/LGRRP DSN: 777-6796 |
| will be conducting flying operations from Hill AFB in support of 388 RANS/DOO Air Combat Command (ACC) Flight Test | establish a flying Unit sponsor and submit the OO-ALC IMT 510 to 75 LRS NLT 45 days prior to arrival date at Hill AFB | 514 Flight Test Squadron DSN: 777-3905 |
| | | 75 LRS/LGRRP DSN: 777-6796 |
| will be conducting flying operations from Hill AFB in support of the 419 FW | establish a flying Unit sponsor and submit the OO-ALC IMT 510 to 75 LRS NLT 45 days prior to arrival date at Hill AFB | 419 FW Operations Group Commander (419 OG/CC) DSN: 777-1466 |
| | | 75 LRS/LGRRP DSN: 777-6796 |

| | | |
|--|--|--|
| will be using the Utah Test and Training Range (UTTR) | refer to Air Force Flight Test Center Regulation (AFI 13-201, Chapter 1, for user obligations and coordinate with the Range Operations Flight (388 RANS/DOO). Note: AF IMT 813, Request for Environmental Impact Analysis , must also be coordinated with 388 RANS/DOO and forwarded to OO-ALC/EM, NLT 45 days prior to arrival date at Hill AFB | 388 RANS/DOO DSN: 777-9019 |
| | | Environmental Management Directorate (OO-ALC/EM) 7274 Wardleigh Rd. Hill AFB, UT 84056-5137 DSN: 777-7652 |
| will be conducting live ordnance operations at Hill AFB | submit the OO-ALC IMT 510 (complete page 3) and the Request to Conduct Live Munitions Operations (see sample memo) to 75 LRS/LGRRP NLT 60 days prior to arrival date at Hill AFB | 75 LRS/LGRRP 7520 Wardleigh Rd. Hill AFB, UT 84056 DSN: 777-6796 DSN Fax: 777-7226 |
| are requesting munitions support (storage and maintenance) | submit support requirements to 75 LRS/LGRRP NLT 120 days prior to arrival date at Hill AFB | 75LRS.DCC@hill.af.mil DSN: 777-6796 FAX DSN: 777-7226 |
| are requesting Land Mobile Radio (LMR) support | coordinate with 75 CS/SCMF, Frequency Management NLT 30 days prior to arrival date at Hill AFB | 75 CS/SCMF DSN: 777-2667 |
| are requesting temporary telephone support | coordinate with 75 CS/SCMPT NLT 30 days prior to arrival date at Hill AFB | 75 CS/SCMPT DSN: 777-6969 |

| | | |
|--|--|---|
| are requesting temporary Base Network access | coordinate with 75 CS/SCBN NLT 30 days prior to arrival. NOTE: Prior to use of Hill AFB computer resources, units must provide documentation of current Information, Assurance, Awareness, Program training for all personnel using said resources to Base Network Control Center 75 CS/SCBN | 75 CS/SCBN DSN: 586-8008/777-2116 |
| are requesting aircraft fuel | coordinate with 75 LRS/LGRF NLT 30 days prior to arrival date at Hill AFB. Note: additional fuels personnel may be required for large deployments from deploying unit. | 75 LRS/LGRF 7536 Wardleigh Rd. Hill AFB, UT 84056-5733 DSN: 586-4295 |
| are requesting gasoline/diesel fuel | submit request to 75 LRS/LGRF NLT 10 days prior to arrival date at Hill AFB You must also have Vehicle Identification Link (VIL) keys to program for rental vehicles. Note: Fuels Management will not provide VIL keys. | 75 LRS/LGRF 5851 F Ave. Hill AFB, UT 84056-5713 |
| are requesting lodging (on-base/contract quarters) | submit the funding documents to 75 MSG/SVML NLT 30 days prior to arrival date at Hill AFB | 75 MSG/SVML 5847 D Avenue Hill AFB, UT 84056-5016 DSN: 777-0801 |
| are requesting government vehicles | submit the funding documents to 75 LRS/LGRV NLT 10 duty days prior to arrival date at Hill AFB | 75 LRS/LGRV 7951 Utility Dr. Hill AFB, UT 84056-5836 DSN: 777-1843 |

6. Responsibilities.

6.1. Contingency Planning and Training (75 LRS/LGRRP) will:

6.1.1. Serve as the focal point for units deploying to or through Hill AFB. The 75 LRS/LGRRP Action Officer will coordinate support requirements of deploying units and base support organizations, to include interface between the (ACC), 388 RANS/DOO, 388 FW, 419 FW, and the Air Force Reserve Command (AFRC), 514th Flight Test Squadron

6.1.2. Prepare and distribute, to units requesting support, a copy of this instruction and OO-ALC Deployment Quick Reference Information, (Attachment 4). Upon receipt of completed OO-ALC IMT 510, 75 LRS/LGRRP will forward it to tasked organizations for action.

6.1.3. Upon completion of support requirement coordination, notify requesting units as to status of support requested, and what the organizations are capable of providing. Any deficiencies will be noted, and become the responsibility of the requesting unit.

6.1.4. Arrange cargo and passengers on-load and offload operations with 75 LRS/LGRRT. Process the appropriate funding document for civilian overtime for all Hill AFB units supporting the aircraft on-load and offload operations. (Refer to paragraph 2.2. for appropriate funding document).

6.1.5. For routine requests for known requirements, submit AF Form 332, **Base Civil Engineer Work Request**, (to include funding source) to Customer Service (75 CES/CEEC) 30 days prior to deployment.

6.1.6. When requested, arrange for administrative facilities for the deployed unit. Coordination and approval will be provided without a formal facilities board meeting.

6.1.7. Prior to arrival prepare an Entry Authority List (EAL) and provide to Security Forces Liaison when the deploying units need access to a restricted area.

6.2. 75th Operations Support Squadron (75 OSS) will:

6.2.1. Determine availability, assign aircraft parking and hot pad space (prioritized on first come, first serve basis) as required.

6.2.2. Provide flight line training, testing, vehicle drivers, and passes for privately owned vehicles (POV), as required.

6.2.3. Provide air traffic control advisory and liaison services.

6.2.3.1. Provide briefing on engine run and emergency procedures.

6.2.4. Brief the following noise abatement policy:

6.2.4.1 In addition to the Flight Information Hand Book (FLIP) Noise Abatement procedures for Hill AFB, minimum safe power levels will be used in the Hill AFB traffic pattern and multiple overhead patterns are discouraged.

6.2.4.2. If mission requires flying low-level routes, use responsible flight planning techniques and avoid built-up areas.

6.3 The Hill AFB flying unit sponsor and/or POC will:

6.3.1. Ensure deployed aircrews are briefed on local flying procedures and noise abatement.

6.3.2. Coordinate parking and work areas for the deployed unit.

6.3.3. Make arrangements for necessary deployed units access to controlled areas.

6.3.4. Organizations that accept Hosted or Deployed aircraft will have full responsibility for servicing. Organizations unable to support aircraft will be required to meet the following requirements.

6.3.5. Transient Alert will accomplish only one turn per day with 24-hour prior notice, not to exceed three aircraft per occurrence.

6.3.6. Deployed and hosted aircraft with extended days of operations (exceeding one day) will require bringing aircraft support personnel.

6.3.7. Transient Alert will NOT give priority for turns or aircraft fueling.

6.3.8 Advise 75 LRS/LGRRP of the deployment.

6.4. Services (75 MSG/SV) will:

6.4.1. Negotiate special dining and food requirements.

6.4.2. Provide ground support or flight meals, as required, based upon a prior 48-hour notification. Meals must be requested and picked up through the flight kitchen in Building. 45. The troop commander or deployment processing personnel will make the initial request and arrange for pick-up of requested meals.

6.4.3. Confirm lodging reservation requests based on current lodging utilization.

6.4.4. Provide off-base lodging accommodations in the event that current on-base lodging facilities are at maximum capacity. All off-base lodging will be approved and arranged through the lodging desk in Building 146 by lodging personnel utilizing existing agreements with local contract lodging facilities.

6.4.5. Negotiate special messing requirements. Deployed unit must fund cost of any extended meal hours required to support deployed unit. Provide fund source ten days prior to deployment.

6.4.6 Provide ground support meals or flight meals as required based upon a prior 24-hour notification.

6.4.7 Confirm lodging reservation requests from available quarters, local motels at contract quarters' prices or non-availability, determined by deploying unit requirements and prior commitments.

6.4.8 Process Obligation Authority for use of local motels at contract quarters prices when required.

6.5 Vehicle Management Flight (75 LRS/LGRV) will:

6.5.1. Support vehicle requirements from base resources whenever possible. Base mission support will take precedence over support to units deploying to Hill AFB.

6.5.2. When requested by the deploying unit move cargo to remote site locations such as Wendover, Dugway Proving Grounds, UTTR, Michael Army Airfield, etc.

6.5.3. Process Obligation Authority for use of government vehicles, operations, maintenance, and operators costs in accordance with paragraph 2.4.

6.5.4. If transportation requested is beyond the capability of 75 LRS/LGRV, arrangements will be made with a contractor for commercial transportation by the requester.

6.6. Civil Engineering Group (75 CEG) will:

6.6.1. Respond to any special engineering requests as resources permit. These requests will be expedited by direct coordination between 75 LRS/LGRRP Action Officer and Chief of Heavy Repair Flight (75 CES/CEO) rather than implementing the usual work request procedures. Respond to routine or long lead-time requests on a priority basis, as resources permit, to ensure deploying deadlines are met.

6.6.2. In coordination with the deployed unit develop clear command and control responsibilities for any emergency requiring activation of the base Disaster Response Force.

6.6.3. Establish janitorial services, as requested, on a reimbursable basis.

6.6.4 Establish points of contact with the unit Disaster Preparedness Officer.

6.7. Fuels Management Flight (75 LRS/LGRF) will:

6.7.1. Provide all fuel to deploying unit as requested within the established priority system. Standard Air Force credit card fueling practices will be followed for aircraft servicing requests and the VIL Key Program for ground products. Units will be advised of operational safety fuel-and-defueling requirements.

6.8. Management and Systems Flight (75 LRS/LGRS) will:

6.8.1. Establish supplies and equipment accounts when requested and process obligation authorities as required. Deploying units must use Government Purchase Cards to obtain local purchase items.

6.8.2. Provide for storage of weapons and mobility bags.

6.9. 649th Munitions Squadron (649 MUNS) will (**NOTE:** This will be 388 EMS/LGMW, DSN: 777-6550 when 388 FW is the host/sponsor):

6.9.1. Coordinate and approve all munitions support. Deploying units will not ship munitions to Hill AFB until storage and handling capabilities are confirmed. 125-day prior notification is required for munitions support. Units requiring munitions support will request Munitions Fact Sheet from Munitions Operations (649 MUNS/MXWMO) DSN 775-5050.

6.9.2. 649th Munitions Squadron will advise deploying munitions specialists of special issue and receipt handling requirements and identify points of contact to resolve peculiar problems.

6.10. Communications Squadron (75 CS) will:

6.10.1. Provide temporary telephone service as requested by 75 LRS/LGRRP on [AF IMT 3215](#), **IT/NSS Requirements Document**.

6.10.2. Provide coordination on use of unit radio frequency requirements as a prerequisite to the approval process.

6.10.3. Provide network and Internet access to military and DOD personnel. Deploying unit must maintain all appropriate licenses. In order for a deploying unit to be granted access to the Hill network as a minimum they will be required to provide proof of a favorable National Agency check, and completed the required Information Assurance (IA) training.

6.10.4. For official functions provide Public Address (PA) support with an on-site technician. Unofficial requirements will be provided with signed-out, self-help PA systems.

6.10.5. 75th Communications Squadron does not maintain a loaner bank of cellular telephones, pagers, computers/laptops, or Land Mobile Radios for deploying units. Deploying units must provide own resources. **NOTE:** Communications services to include overtime incurred and installation costs will be reimbursable. (Refer to paragraph 2.2. for appropriate funding document).

6.11. Safety Office (OO-ALC/SE) will:

6.11.1. Prepare a familiarization briefing covering safety requirements unique to Hill AFB.

6.11.2. Establish POC with the unit safety function.

6.11.3. When sponsor unit is the 388 FW or 419 FW, the respective Safety Office will have primary responsibility for these provisions, in coordination with and support of OO-ALC/SE.

6.12. Public Affairs (75 ABW/PA) will:

6.12.1. In coordination with the deployed unit, develop clear command, control, and communications responsibilities in the event of a disaster that would require release of information to the news media and general public.

6.12.2. Establish points of contact with the unit Public Affairs Officer.

6.12.3. When sponsor unit is the 388 FW or 419 FW, the respective Public Affairs Office will have primary responsibility for these provisions, in coordination with and support of 75 ABW/PA.

6.13. The Security Forces Squadron (75 SFS) will:

6.13.1. Provide protection for deployed personnel/equipment and Air Force Protection Level Resources as outlined in AFI 31-101, *The Air Force Installation Security Program*, subject to applicable support agreements or memorandums of understanding.

6.13.2. Authenticate and maintain EAL provided for deployed personnel until termination of visit.

6.14. Air Terminal Operations Element (75 LRS/LGRRT) will:

6.14.1 Provide air terminal support to all units deploying/redeploying to/from Hill AFB.

6.14.2 Use the Cargo Movement Operations System (CMOS) to manifest all passengers and cargo.

6.14.3 Notify the Deployment Control Center (DCC) of any changes or problems encountered during the reception and redeployment process.

6.15 Passenger Travel Element (75 LRS/LGRRT) will ensure personnel and resources are available to make travel reservations and support redeployment operations.

7. IMTs/Forms.

7.1. IMT Prescribed. OO-ALC IMT 510, **Deployment Request**.

7.2. IMTs/Forms Adopted. AF IMT 332, **Base Civil Engineer Work Request**; AF IMT 616, **Fund Cite Authorization (FCA)**; AF IMT 813, **Request for Environmental Impact Analysis**; DD Form 448, **Military Interdepartmental Purchase Request**, and DD 1384, **Transportation Control and Movement Document (TCMD)**.

SEBASTIAN V. ROMANO III, Colonel, USAF
75 Air Base Wing Commander

Attachments

1. Glossary of References and Supporting Information
2. Sample-Request to Conduct Live Munitions Operations and Sorties Memorandum
3. Sample Format-Passenger List
4. OO-ALC Deployment Quick Reference Information

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-4, *Operations Planning*

AFI 31-101, *The Air Force Installation Security Program*

Hill AFB Instruction 13-201, *Air Traffic Control and Flight Operations*

Abbreviations and Acronyms

AFRC–Air Force Reserve Command

CMOS–Cargo Movement Operations System

DCC–Deployment Control Center

DCG–Disaster Control Group

DOD–Department of Defense

EAL–Entry Authority List

FLIP–Flight Information Handbook

GSA–General Services Administration

IA–Information Assurance

PA–Privacy Act

PA–Public Address

POC–Point of Contact

POV–Privately Owned Vehicle

RDS–Records Disposition Schedule

SOF–Supervisor of Flying

START–Strategic Arms Reduction Treaty

UTTR–Utah Test and Training Range

Attachment 2

SAMPLE-REQUEST TO CONDUCT LIVE MUNITIONS OPERATIONS AND SORTIES MEMORANDUM

MEMORANDUM FOR 75 ABW/CC

FROM: YOUR UNIT

SUBJECT: Request to Conduct Live Munitions Operations and Sorties from Hill AFB

The YOUR UNIT request approval to conduct live munitions operations and sorties from Hill AFB as detailed in the Live Munitions Sortie Schedule. All live munitions operations and sorties will be conducted in accordance with Hill AFB directives.

Unit/Detachment Commander

Attachment
OO-ALC IMT 510

1st Ind, OO-ALC/SEW
OO-ALC/SEF
IN TURN

MEMORANDUM FOR 75 OSS/OSAM

The request to conduct live munitions operations and sorties from Hill AFB as listed in the attachment have been reviewed and is approved/disapproved.
(Provide and attach rationale if of this request is disapproved)

OO-ALC/SEW

OO-ALC/SEF

2d Ind, 75 OSS/OSAM

MEMORANDUM FOR 75 ABW/CC

The request to conduct live munitions operations and sorties from Hill AFB as listed in the attachment have been reviewed and is approved/disapproved.
(Provide and attach rationale if of this request is disapproved)

75 OSS/OSAM

3d Ind, 75 ABW/CC

MEMORANDUM FOR 75 ABW/XP
75 OSS/OSAM
IN TURN

The request to conduct live munitions operations and sorties from Hill AFB as listed in the attachment have been reviewed and is approved/disapproved.

Commander, 75th Air Base Wing

Attachment 3

SAMPLE FORMAT-PASSENGER LIST
(MICROSOFT® Exel)

Table A3.1. Sample Passenger List

| Name (Last, First) | SSN | Rank | ULN | AFSC or MOS | Service |
|--------------------|-------------|------|---|-------------|---|
| Doe, John | 123-45-6789 | MSG | Actual ULN OR any 4 digit number (do not duplicate) | 2T251 | A= Army F=Air Force N=Navy M=Marines |

Attachment 4

OO-ALC DEPLOYMENT QUICK REFERENCE INFORMATION

Units deploying to and operating from Hill AFB will use this information (Table A3.1.) to determine the maximum support capabilities for your unit. Failure to consider this information could result in lack of or reduced support for your deployment.

A4.1. Coordination

| | | |
|-------------------------------------|--|----------|
| | 75 LRS/LGRRP | 777-6796 |
| | 388 FW (host) | 777-2541 |
| List of POCs | 419 FW (host) | 777-1466 |
| | 75 OSS/OS (host) | 777-3522 |
| | 388 RANS/DOO (host) | 777-7852 |
| | 514 FLTS (host OPS only) | 777-3905 |
| Coordination Order | 1. 75 LRS/LGRRP | |
| | 2. Sponsor/Host (If sponsor/host first, then directly to 75 LRS/LGRRP) | |
| When do you need to coordinate? | 75 LRS/LGRRP must be informed of any deployment to Hill AFB regardless of the number of aircraft, personnel or length of stay. 75 LRS/LGRRP and the host organization will determine the need for further coordination with other base support agencies. | |
| Timing Checklist | NLT 125 days in advance if munitions will be expended | |
| | NLT 45 days in advance without munitions | |
| Live Munitions Approval | 75 ABW/CC must approve all live munitions operations from Hill AFB. | |
| | A request to conduct live munitions operations (see Attachment 2 for sample) and the Live Munitions Sortie Schedule (see Attachment 4) must be submitted to 75 LRS/LGRRP NLT 125 days prior to live munitions operations | |
| Environmental Coordination/Approval | AF IMT 813, Request for Environmental Impact Analysis , must also be coordinated with 388 RANS/DOO and forwarded to OO-ALC/EM, no later than 45 days prior to arrival | |
| Utah Test and Training Range (UTTR) | To schedule range time and resources, contact 388 RANS/DOO DSN: 777-9019, FAX 777-9205 | |

A4.2. Limitations.

A4.2.1. Airfield Hours

24 hours, 7 days a week

Transient: 22 fighters or 8 support aircraft

388 FW: 20 fighters or 2 support aircraft

419 FW: 13 fighters or 2 support aircraft

Ramp space available

Air Freight Ramp: 5 medium size support aircraft or 4 HEAVY support aircraft

151 ARW (ANG) SLC Airport: 6 support (only) aircraft

Pads 3, 6, & 7:

F-15s = 10 spots (5 spots each pad)

Pads 3, 6, & 7:

F-16s = 24 spots (8 spots each pad)

Pads 3, 6, & 7:

A-10s = 10 spots (5 spots each pad)

Pads 1, 2, & 5:

1 support aircraft per pad (non-forward firing)

All base operating support and consumables will be on a reimbursable basis.

Any hours in excess of established hours will be charged at the appropriate overtime rate

Use of OASIS (Lodging on the UTTR) will be at the deploying unit's own expense.

UTTR range cost will be separate from Hill AFB. 388 RANS/DOO will provide range cost estimate through a statement or capability.

OFFICER: 96

Funding Requirements

ENLISTED: 140

OASIS: 25

On-Base Lodging (Maximum Available)

Be prepared to rent all general purpose vehicles (Refer to Paragraph 2.4, of this instruction)

Jet Petroleum (JP)-8

Vehicles

Jet Petroleum (JP)-8 plus 100

Fuel (Aircraft)

NOTE: Additional fuel service personnel may be required to support some deployments

A4.3. Supervision. 388 FW will maintain a Supervisor of Flying (SOF) in the tower during there flying operations Deployed unit SOF must be available during their flying operations.

A4.4. A 12-month fiscal calendar is available upon request from 75 LRS/LGRRP that will show all other deployments to Hill AFB including exercise conflicts and local night flying.

A4.5. Customer priorities for Hill AFB are as follows:

A4.5.1. Permanently assigned Hill AFB unit operations

A4.5.2. Local exercises.

A4.5.3. MAJCOM directed exercises or tests.

A4.5.4. Deployed unit hosting.

A4.6. All numbers listed in this information listing are the maximum numbers of parking spaces and lodging available on Hill AFB. Other missions already on any particular dates will reduce these numbers accordingly.

A4.7. Hill AFB host international inspection teams in behalf of the Strategic Arms Reduction Treaty (START). At a moment's notice, if Hill AFB becomes an inspection site, the inspection will take priority for lodging, transportation and may impact your deployment and schedules.