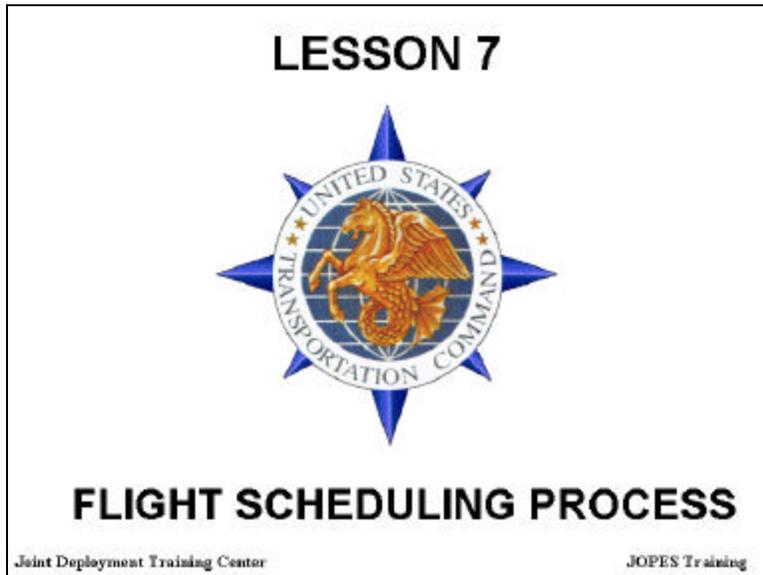


LESSON 7. FLIGHT SCHEDULING PROCESS

Setup. To accomplish this lesson, you will need a whiteboard and a connection to JALIS.

**Slide 7-1. Flight Scheduling Process****Terminal Learning Objective:**

Given an operational JALIS environment, complete the required mission planning and create the missions in JALIS with instructor guidance and lesson material.

Enabling Learning Objectives:

1. Given the JOSAC CONOPS and JALIS access, produce a complete OSA daily flying schedule.
2. Given an operating JALIS system, create a mission in JALIS.
3. Given an operating JALIS system, modify a mission in JALIS.
4. Given an operating JALIS system, cancel a Flight Advisory Message and regret the requests.

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LESSON 7. FLIGHT SCHEDULING PROCESS

Terminal Learning Objective:

Given an operational JALIS environment, complete the required mission planning and create the missions in JALIS with instructor guidance and lesson material.



We will cover...



- **Review Aircraft Availability**
- **Review Unsatisfied Requests**
- **Build A Mission**
- **Modify A Mission**
- **Cancel A Mission/Regret A Request**
- **Release And Send FADVs**

Joint Operations Training Center

Slide 7-2. We will cover...

Lesson Overview. In this lesson, you will be introduced to and participate in a day in the life of a JOSAC scheduler. You will focus on producing a standard schedule 96 hours in advance that may have up to 98 percent of all allocated aircraft committed to fly firm missions. You will have requests for support that are either unsatisfied or have arrived since the last commit day. You will use this information to create itineraries, adjust schedules, issue regrets, and publish the schedule.

Transition. This is why you are here. For the next few hours, you will experience, to some degree, what you can expect to be doing while assigned to the JOSAC.

OBJECTIVE 7-1. Given the JOSAC, CONOPS and JALIS access, produce a complete OSA daily flying schedule.

I. Scheduling Process: Assets versus Requests. You are the most important part of the scheduling process. Although the Scheduler's Decision Support System (SDSS) works with the JALIS database and creates some of the missions for you, it does not yet, and probably never will, create all the missions. Because SDSS is not really a part of JALIS but only works with it, SDSS does not create the missions for you in JALIS. You still have to take the output from SDSS and manually enter the missions in JALIS. Additionally, there will still be some missions you will have to create from scratch. Scheduling is still a hands-on process with JALIS only accepting the data from you after you and SDSS have built the schedule. JOSAC will rely on you to effectively match assets and requests and enter the mission profiles. JALIS will merely assist you in matching unsupported requests to those mission itineraries that you created and entered into the system.

A. Assets. Assets are those aircraft and aircrews that were made available to you by the Services. The availability is based on the approved flying hour budget that supports the wartime training requirement for the OSA mission.

1. Programmed Available. The annual, quarterly, monthly, and weekly flying programs are derived from Service planning, programming, and budgeting and Service allocations. Based

on final JOSAC/Service/Flying Unit coordination, all OSA flying units should expect to provide a certain number of aircraft and crews on specific dates.



Slide 7-3. Monthly Scheduled Missions

2. **Requirements.** The JOSAC OSA schedule for 30 days includes approximately 2500 plus missions. Your daily slice could be as high as 100. How do you handle a pie that size? One slice at a time! The thought of handling that many missions on a daily basis without direct software support is staggering. Remember, using JALIS you commit a certain percentage of these aircraft on specific days prior to the actual day the mission flies. This avoids the panic and confusion of doing tomorrow's missions today. The phased approach, explained earlier in this course, should circumvent the need to face that 100+ mission day.

3. **Daily Aircraft Status Report.** As you have previously heard, OSA flying units are responsible for entering accurate and timely aircraft status into JALIS. NALO updates the aircraft status for some Navy aircraft. Although the unit is not required to fly the specific tail number tasked in JALIS, they must ensure a sufficient number of aircraft are available in JALIS to fulfill their agreement with JOSAC. This gives the OSA scheduler a picture of overall assets for the daily planning activity described above.

4. **Scheduled Flights.** A previously scheduled flight is also an asset. For instance, if a large aircraft mission has been scheduled from Norfolk NAS to Alameda NAS with 15 passengers, the other 75 seats are available for use on the day that mission operates. Other requests that are compatible with the mission profile may be added to this flight to better attain effectiveness and efficiency.

Transition. You can begin by checking aircraft availability to establish where your assets are in relation to your requirements.

B. **Aircraft Status Report.** The Aircraft Status Report provides you the current availability and commitment of all the aircraft of the selected unit(s). It will display a five-day window starting 12 hours before your selected date. The status is displayed by a single letter code and will indicate the ending date of the condition. When a mission number displays preceded and followed by an *, it is a scheduled mission. If it has a \$, it is a prototype mission. If the spaces are blank, the aircraft are available for JOSAC tasking.

Requirement. The JOSAC chief directs each of the teams to pull their Aircraft Status Report from JALIS to begin the commitment scheduling session for missions that are 14-10, 7, 4, and 3-0 days out. You will concern yourself with scheduling for a D-Day of 31 January 2007.

C. Available Aircraft. You could run the Aircraft Status Report to find the aircraft status, but JALIS provides other methods that are easier to run and easier to read. The Flight Planning module has a tab labeled Available Aircraft. This screen displays in graphical format all aircraft that are available during any portion of the specified window. Someone on the teams runs this and manually fills out a worksheet that is distributed to all the schedulers.

NAVIGATE TO AVAILABLE AIRCRAFT			
Step	Activity	Anticipated Result	Comment
1 of 4	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) displays.	You can also Press <Alt + J>.

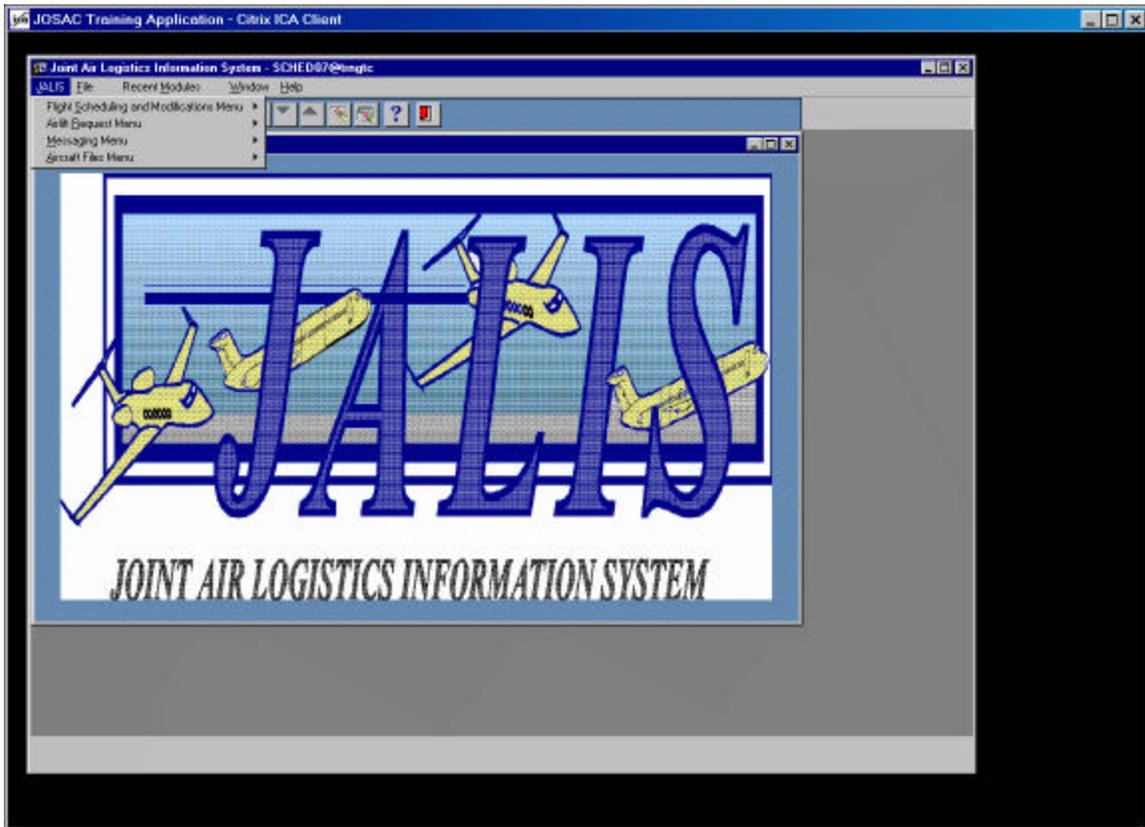


Figure 7-1. JALIS Pull-down Menu

NAVIGATE TO AVAILABLE AIRCRAFT			
Step	Activity	Anticipated Result	Comment
2 of 4	Click on the Flight Scheduling and Modifications Menu option.	Flight Scheduling and Modifications Menu cascading menu (Fig. 7-2) displays.	You can also Press <S>.

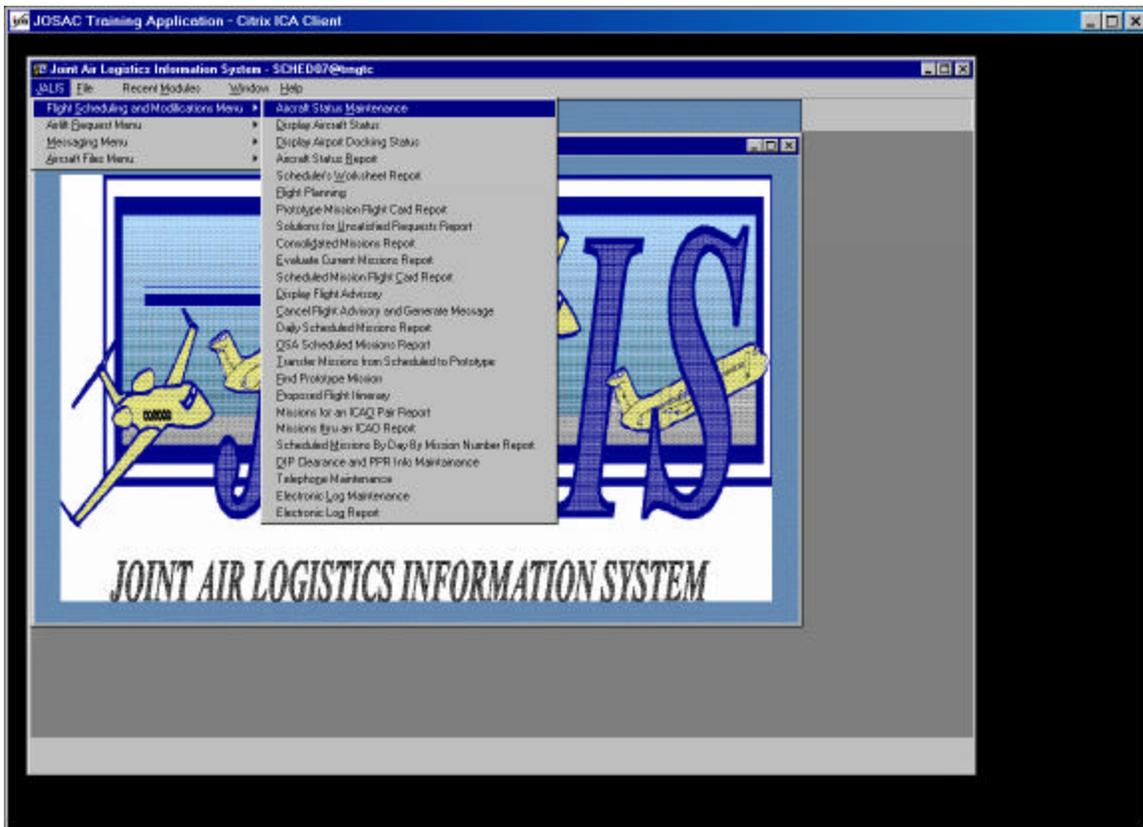


Figure 7-2. Flight Scheduling and Modifications Menu Cascading Menu

NAVIGATE TO AIRCRAFT STATUS REPORT			
Step	Activity	Anticipated Result	Comment
3 of 4	Click on Flight Planning .	Unsatisfied Requests screen (Fig. 7-3) displays.	

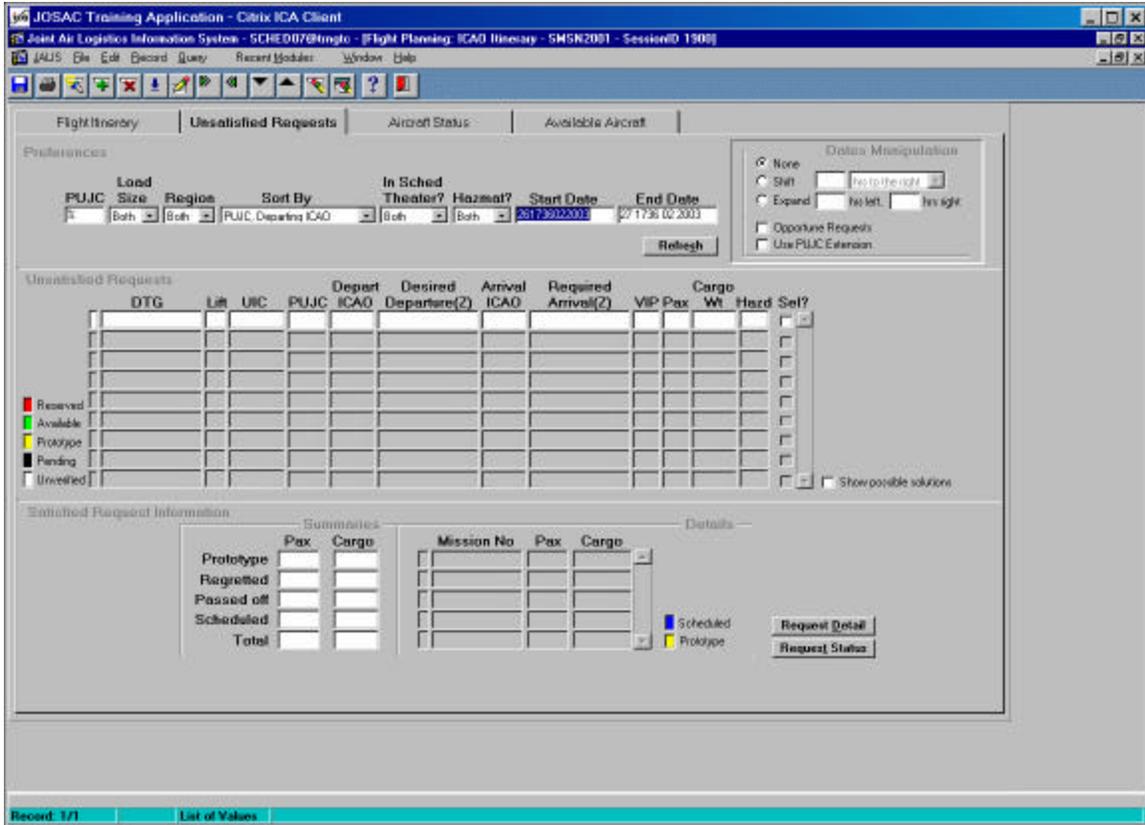


Figure 7-3. Unsatisfied Requests Screen

NAVIGATE TO AVAILABLE AIRCRAFT			
Step	Activity	Anticipated Result	Comment
4 of 4	Click on the Available Aircraft tab.	Available Aircraft screen (Fig. 7-4) displays.	Start Date defaults to the current time 15 days from the current date. End Date if four days later.

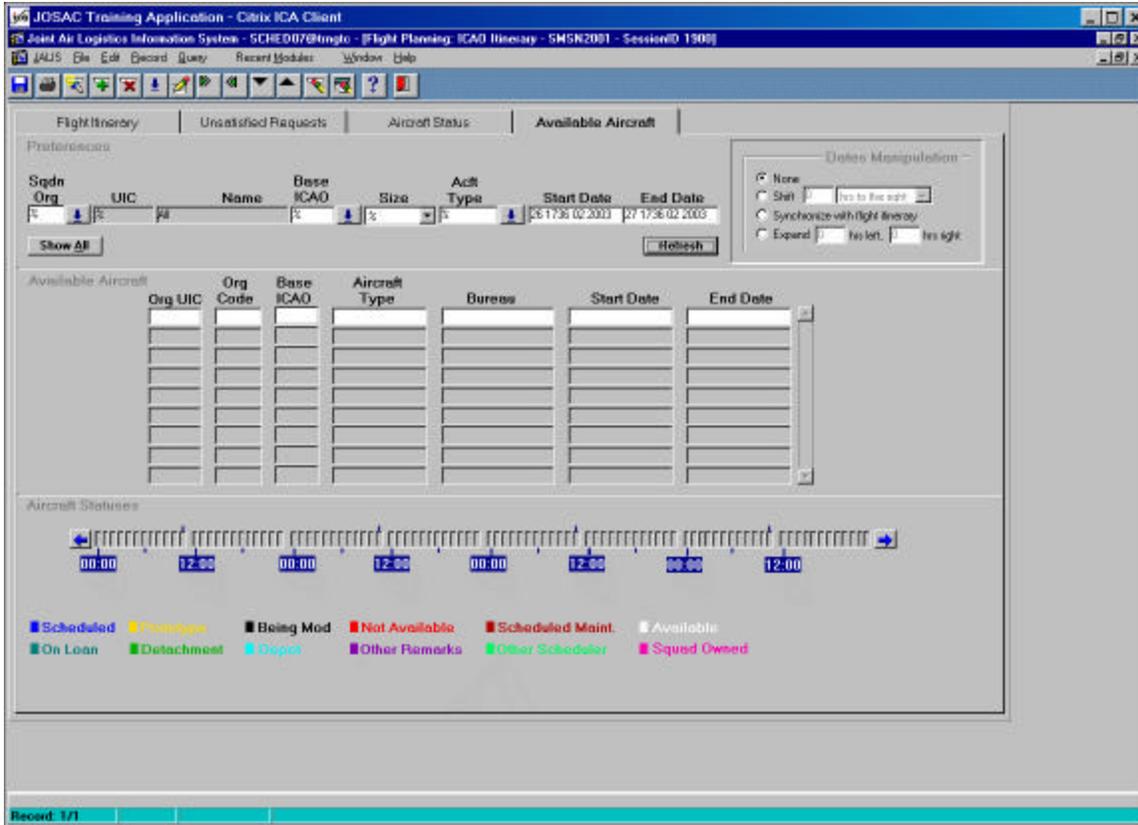


Figure 7-4. Available Aircraft Screen

DISPLAY AVAILABLE AIRCRAFT			
Step	Activity	Anticipated Result	Comment
1 of 3	Click in the Start Date field, Type “310600012007” . Press <Tab> .	The date displays in the Start Date field, and the cursor moves to the End Date field.	You can use the List icon to use a calendar to select the start date.
2 of 3	Type “010600022007” .	The date displays in the End Date field.	You can use the List icon to use a calendar to select the end date.
3 of 3	Click the Refresh button.	Available Aircraft screen (Fig. 7-5) redisplayed populated with information.	You can also Press <Alt + S> .

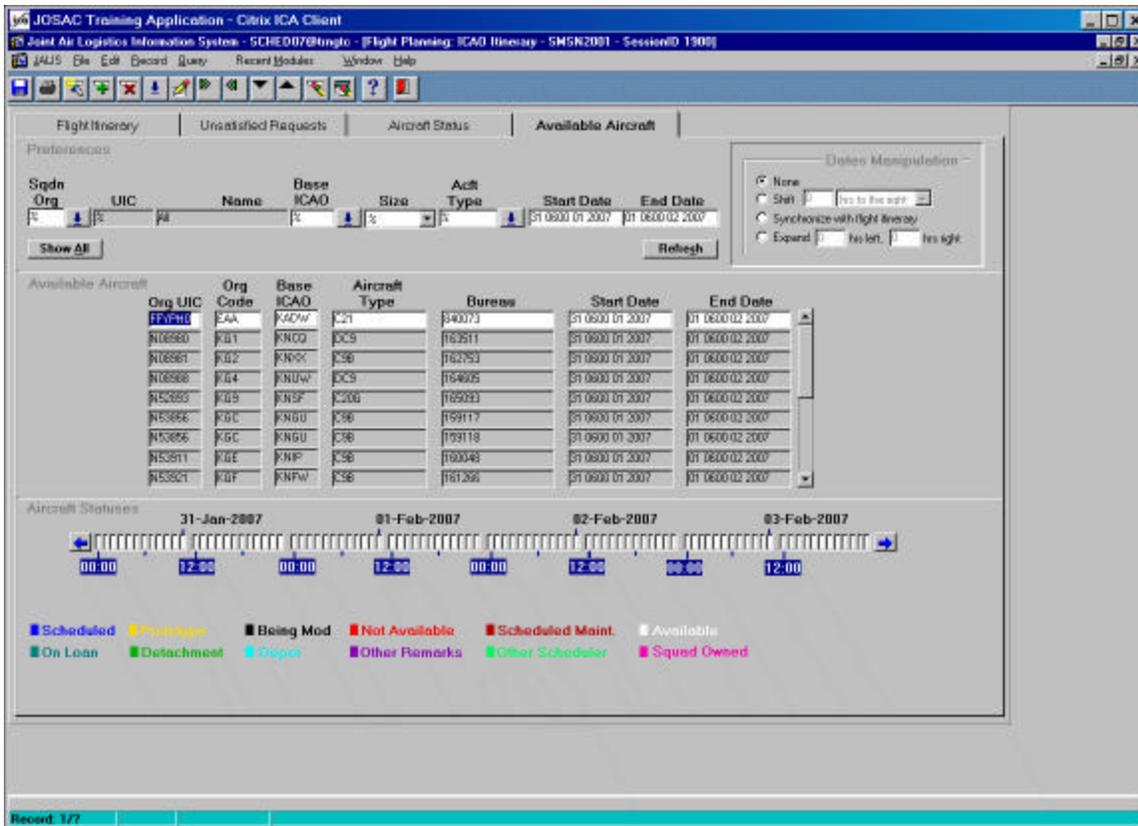


Figure 7-5. Available Aircraft Screen Populated with Information

1. **Aircraft Displayed.** This screen displays all aircraft that show an available status at any time during the window defined by the start and end dates. If an aircraft is blocked out during the window, but open at each end, there will be two separate entries for the aircraft: one before the blocked out period and one after. The times at the right show the aircraft's availability during the defined window.
2. **Aircraft Statuses.** The aircraft statuses bar at the bottom of the screen displays the status of the selected aircraft in a graphical format.

Note. The Aircraft Status Report provides a graphical representation of the aircraft statuses. JOSAC will normally bypass this report in favor of the information available on the Available Aircraft screen, which is manually extracted and the information posted on a local form. Figure 7-6 is a sample of the first page of one of these completed forms.

Date 6 Oct 01 SMALL BRANCH ACFT/ MSN TRACK SHEET AS OF 26 JAN 200

ORG	ICAO	LOC	ACFT	AVAIL	USED	MSN#	MSN#	MSN#
AIR FORCE								
EAA	ADW	MD	C-21	0				
EAB	LFI	VA	C-21	1	1	121064		
EAC	FPO	OH	C-21	1	1	121026		
EAD	MXF	AL	C-21	1	1	121218		
EBA	ADW	MD	C-38	0				
WAB	BLV	IL	C-21	0				
WAC	COS	CO	C-21	11	11	120821	121014 (R)	
WAD	RND	TX	C-21	0				
WAE	OFF	NE	C-21	1	1			
WAF	BIX	MS	C-21	0				
WBA	COS	CO	C-21	0				
MARINES								
EMA	NSF	MD	C-12	1				
EMB	NKT	NC	C-12	1				
EMC	NCA	NC	C-12	1				
EMD	NBC	SC	C-12	1				
WMA	NKX	CA	C-12	1	1	120799		
WMA	NKX	CA	UC-35	0				
WMB	NYL	AZ	C-12	0				
WMC	NBG	LA	C-12	1				
WMC	NBG	LA	UC-35	0				
NAVY								
A0B	NGU	VA	C-12	0				
A0C	NIP	FL	C-12	0				
A0K	NQX	FL	C-12	1				
P0A	NZY	CA	C-12	0				
P0F	NLC	CA	C-12	0				
P0H	NUW	WA	C-12	0				
P0K	NFL	NV	C-12	0				
P0Y	NJK	CA	C-12	0				
R00	NSF	MD	C-12	1				
RD0	NFW	TX	C-12	0				
RE0	NCQ	GA	C-12	0				
RQ0	NBG	LA	C-12	0				
RU0	NXX	PA	C-12	1				

Figure 7-6. Sample Aircraft Status Form Used by JOSAC

Transition. You are not quite through with your OSA asset picture. You have the status of the available aircraft. You now need to review the scheduled missions to check seat availability. The Daily Scheduled Missions report provides this information.

D. Daily Scheduled Missions Report. The Daily Scheduled Missions report provides a multitude of information, including the manifest and route of flight. The key to what you need, however, is available seats/cargo capacity. From this report, you can determine vacancies and plan the itinerary to accommodate other lift requests.

31 January 2007 has no scheduled missions until someone enters them. The report sorts by mission number. Organization, type aircraft, rig, modification and modification status, message DTG, itinerary, PAX and Cargo (configured), PAX and Cargo (scheduled), and lift information are provided in the report.

Requirement. Pull the Daily Scheduled Missions Report from 0600Z 31 January 2007 to 0600Z 01 February 2007 to determine if any missions already exist. Only pull one day at a time. The sort is by mission number so a multi-day report will be very difficult to read because the days will be mixed together.

NAVIGATE TO DAILY SCHEDULED MISSIONS REPORT			
Step	Activity	Anticipated Result	Comment
1 of 4	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen displays.	
2 of 4	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplay.	You can also Press <Alt + J>.
3 of 4	Click on the Flight Scheduling and Modifications Menu option.	Flight Scheduling and Modifications Menu cascading menu (Fig. 7-2) redisplay.	You can also Press <S>.
4 of 4	Click on Daily Scheduled Missions Report .	Daily Scheduled Missions Report screen (Fig. 7-7) displays.	You can also Press <I>.

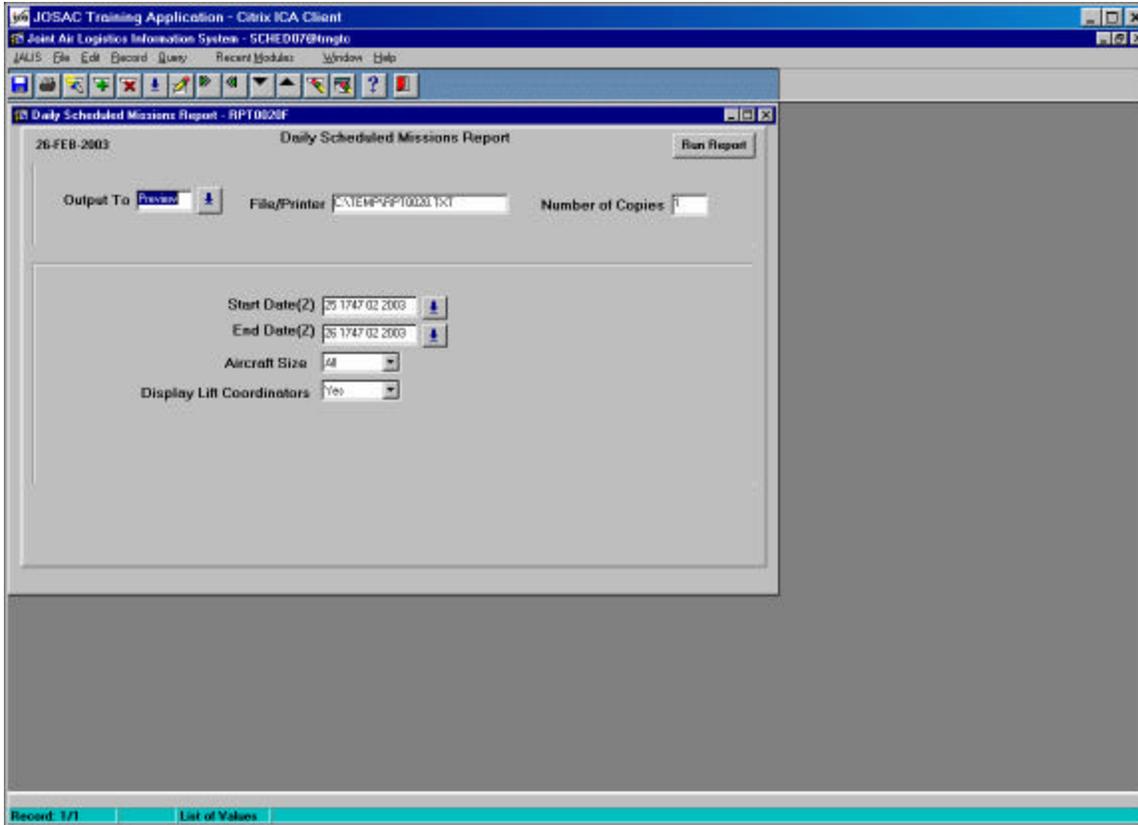


Figure 7-7. Daily Scheduled Missions Report Screen

VIEW DAILY SCHEDULED MISSIONS REPORT			
Step	Activity	Anticipated Result	Comment
1 of 9	Ensure PREVIEW is displayed in the Output To field. Press <Tab> (3 times).	Preview displays in the Output To field, and the cursor moves to the Start Date(Z) field.	
2 of 9	In the Start Date(Z) field, Type “310600012007”. Press <Tab>.	The date displays in the Start Date(Z) field, and the cursor moves to the End Date(Z) field.	You can use the List icon to use a calendar to select the start date.
3 of 9	In the End Date(Z) field, Type “010600022007”. Press <Tab>.	The date displays in the End Date(Z) field, and the cursor moves to the Aircraft Size field.	You can use the List icon to use a calendar to select the end date.
4 of 9	If not already displayed, Click on the List icon adjacent to the Aircraft Size field, and Select All . Press <Tab>.	All displays in the Aircraft Size field, and the cursor moves to the Display Lift Coordinators field.	

VIEW DAILY SCHEDULED MISSIONS REPORT			
Step	Activity	Anticipated Result	Comment
5 of 9	If not already displayed, Click on the List icon adjacent to the Display Lift Coordinators field, and Select Yes .	Yes displays in the Display Lift Coordinators field.	
6 of 9	Click on the Run Report button.	“Working...” displays on the message line. DAILY SCHEDULED MISSIONS REPORT (Header Page) screen (Fig. 7-8) displays.	

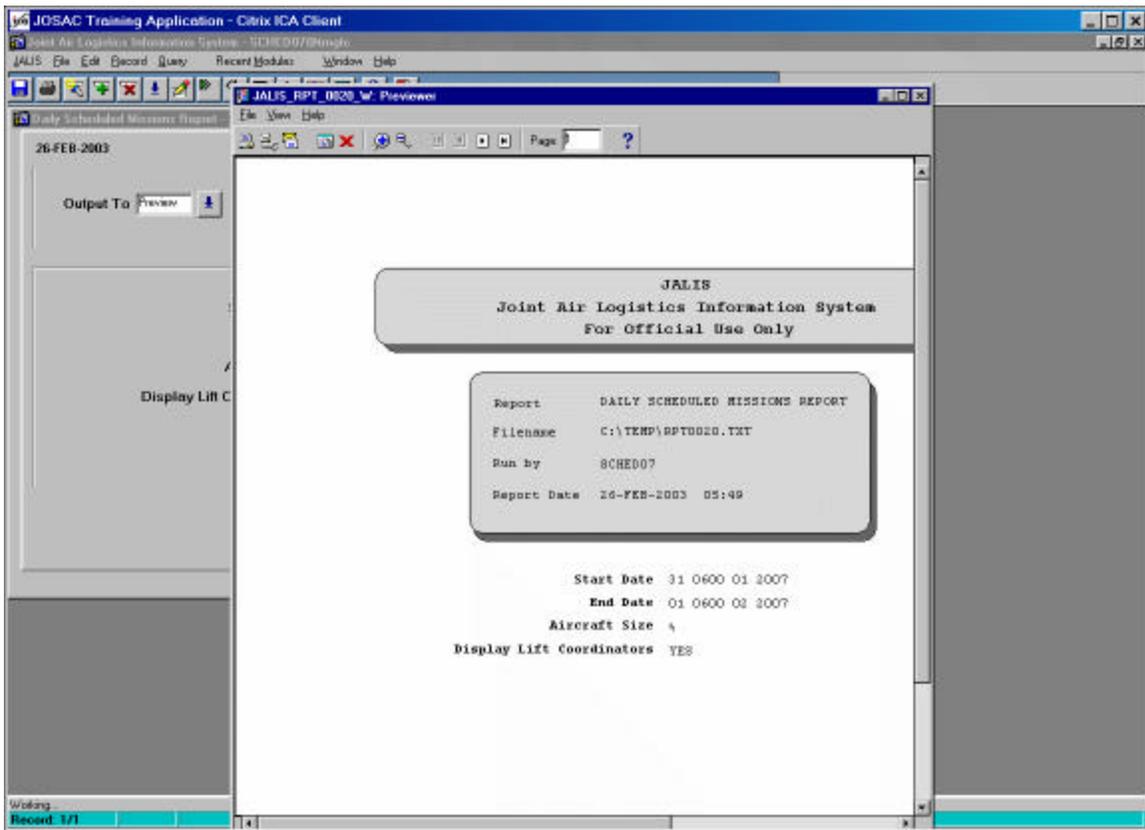


Figure 7-8. Daily Scheduled Missions Report (Header Page) Screen

VIEW DAILY SCHEDULED MISSIONS REPORT			
Step	Activity	Anticipated Result	Comment
7 of 9	Click on the Next Page icon to view subsequent pages of the report.	First page of text in the report (Fig. 7-9) displays.	Review the report to see where the missions are, where and when they are going, and how much passenger and cargo capacity is available.

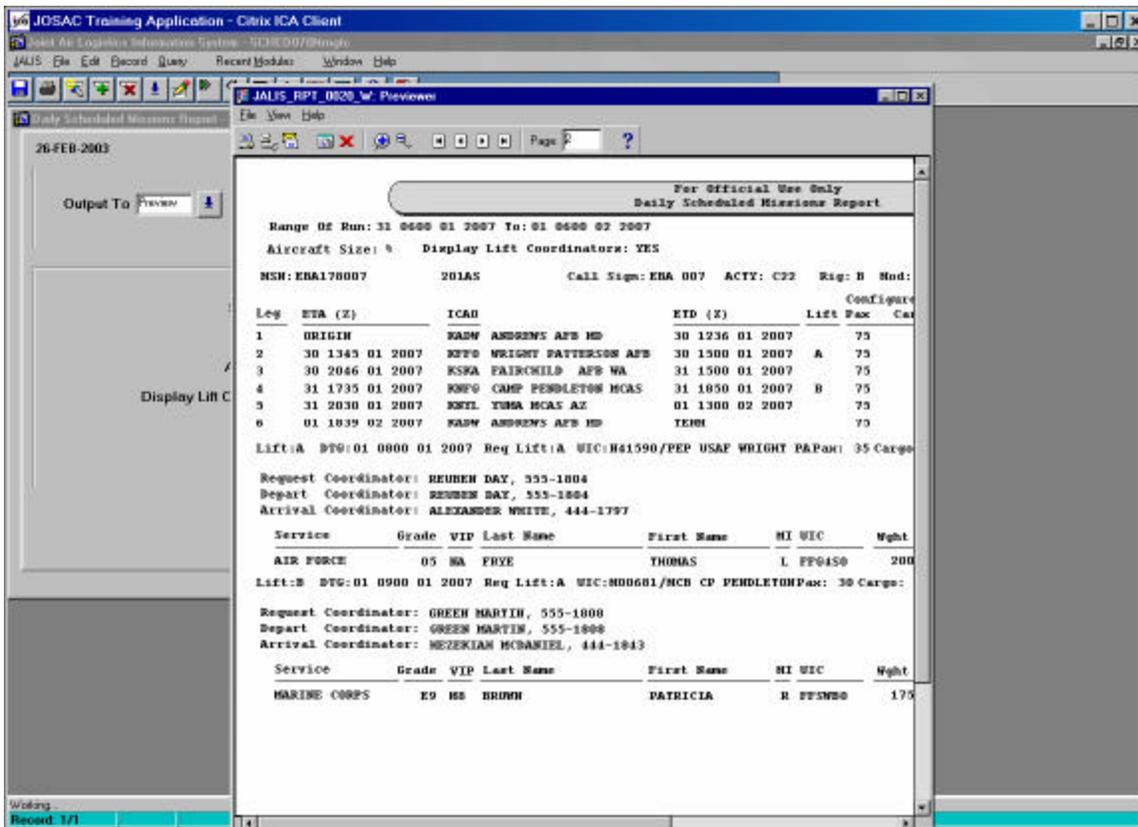


Figure 7-9. Daily Scheduled Missions Report - First Page

VIEW DAILY SCHEDULED MISSIONS REPORT			
Step	Activity	Anticipated Result	Comment
8 of 9	Click on the Close Previewer icon.	DAILY SCHEDULED MISSIONS REPORT closes. Daily Scheduled Missions Report screen (Fig. 7-7) redisplay.	
9 of 9	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplay.	You can also Press <Ctrl + q>.

Transition. You now have the assets organized as to the number of aircraft and seats available and where they are located. You need to overlay that picture with the requirements that exist to help your team focus.

Requirement. Using the aircraft home stations (Appendix J), an Aircraft Status Report, and a Daily Scheduled Missions Report, map out a geographic picture of where assets are located. The instructor will help you with this exercise.

Transition. Now that you have mapped out the available aircraft assets, you need the next piece of puzzle. You need to get a handle on the requests so you know where to send the aircraft.

E. Scheduler's Worksheet Report. The Scheduler's Worksheet Report provides you with all possible unsatisfied requests based on a specified date(s). You begin the next step in the process by retrieving the valid requests from JALIS for the specific dates with which you are concerned. Once a requirement is entered into JALIS by a validator or verifier, depending on the Service, it is valid. For your purpose, you will use 0600Z to 0600Z to better coincide with local times across the US. Requests are uniquely identified by the following combination of data elements: DTG, a validator assigned lift code, and UIC. The report is typically run for the specific day or days in which you are interested. The report provides all requests that have been validated by the Service validator and entered into JALIS.

NAVIGATE TO THE SCHEDULER'S WORKSHEET REPORT			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplay.	You can also Press <Alt + J>.
2 of 3	Click on the Flight Scheduling and Modifications Menu option.	Flight Scheduling and Modifications Menu cascading menu (Fig. 7-2) redisplay.	You can also Press <S>.
3 of 3	Click on Scheduler's Worksheet Report	Scheduler's Worksheet Report screen (Fig. 7-10) displays.	You can also Press <W>.

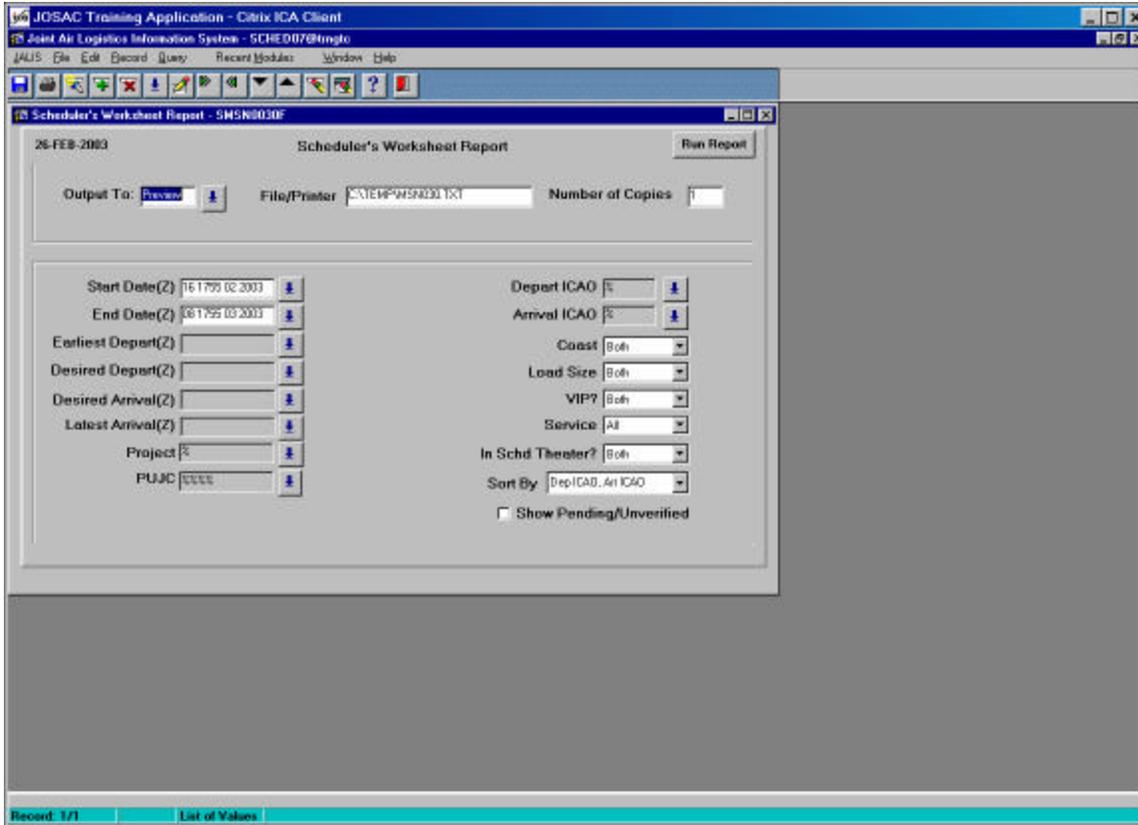


Figure 7-10. Scheduler’s Worksheet Report Screen

SCHEDULER’S WORKSHEET REPORT			
Step	Activity	Anticipated Result	Comment
1 of 12	Ensure PREVIEW is displayed in the Output To: field. Press <Tab> (3 times).	Preview displays in the Output To field, and the cursor moves to the Start Date(Z) field.	
2 of 12	In the Start Date(Z) field, Type “310600012007”. Press <Tab>.	The date displays in the Start Date(Z) field, and the cursor moves to the End Date(Z) field.	You can use the List icon to use a calendar to select the start date.
3 of 12	In the End Date(Z) field, Type “010600022007”. Press <Tab>.	The date displays in the End Date(Z) field, and the cursor moves to the Earliest Departure(Z) field.	You can use the List icon to use a calendar to select the end date.

SCHEDULER'S WORKSHEET REPORT			
Step	Activity	Anticipated Result	Comment
4 of 12	Press <Tab> (5 times).	Cursor moves to the PUJC field.	All the fields you skipped over are optional and can be used to filter the requests that will display. The Project field filters on the Request Project Code assigned to a request.
5 of 12	In the PUJC field, ensure %%%% is displayed. Press <Tab>(3 times).	%%% displays in the PUJC field, and the cursor moves to the Coast field.	Just one % will also work. You can enter a specific PUJC if you only want to find specific codes that require scheduling. You can also retrieve only a certain priority, e.g., 2% will retrieve all Priority 2 requests.
6 of 12	If not already displayed in the Coast field, Click on the List icon, and Select Both . Press <Tab>.	Both displays in the Coast field, and the cursor moves to the Load Size field.	This will include requests from east, west, or both coasts.
7 of 12	If not already displayed in the Load Size field, Click on the List icon and Select Both . Press <Tab>.	Both displays in the Load Size field, and the cursor moves to the VIP field.	This will retrieve requests that require either large or small aircraft to satisfy them.
8 of 12	If not already displayed in the VIP field, Click on the List icon, and Select Both . Press <Tab>.	Both displays in the VIP field, and the cursor moves to the Service field.	Having Both in the VIP field will retrieve all requests, regardless of whether a DV is manifested or not.
9 of 12	If not already displayed in the Service field, Click on the List icon, and Select All . Press <Tab>.	All displays in the Service field, and the cursor moves to the In Schd Theater? field.	The default value is "All." You could retrieve the requests from only one Service if desired.
10 of 12	If not already displayed in the In Schd Theater? field, Click on the List icon, and Select Yes . Press <Tab>.	Yes displays in the In Schd Theater? field.	The default value is "Both." However, JOSAC does not schedule for other theaters, so you would only want to see requests for your theater.

SCHEDULER'S WORKSHEET REPORT			
Step	Activity	Anticipated Result	Comment
11 of 12	If not already displayed in the Sort By field, Click on the List icon, and Select PUJC Code .	PUJC Code displays in the Sort By field.	The default value is "Dep ICAO Arr ICAO." You may want to sort by PUJC Code which sorts first by unique PUJC codes, then by departure ICAO and then by arrival ICAO. The one you use would depend on the number of higher priority requests you have.
<p>Note. The Show Pending/Unverified checkbox can be checked if you wish to see requests that you cannot schedule because they are not complete within JALIS.</p>			
12 of 12	Click on the Run Report button.	"Working..." displays on the message line. SCHEDULER'S WORKSHEET REPORT (Header Page) screen (Fig. 7-11) displays.	

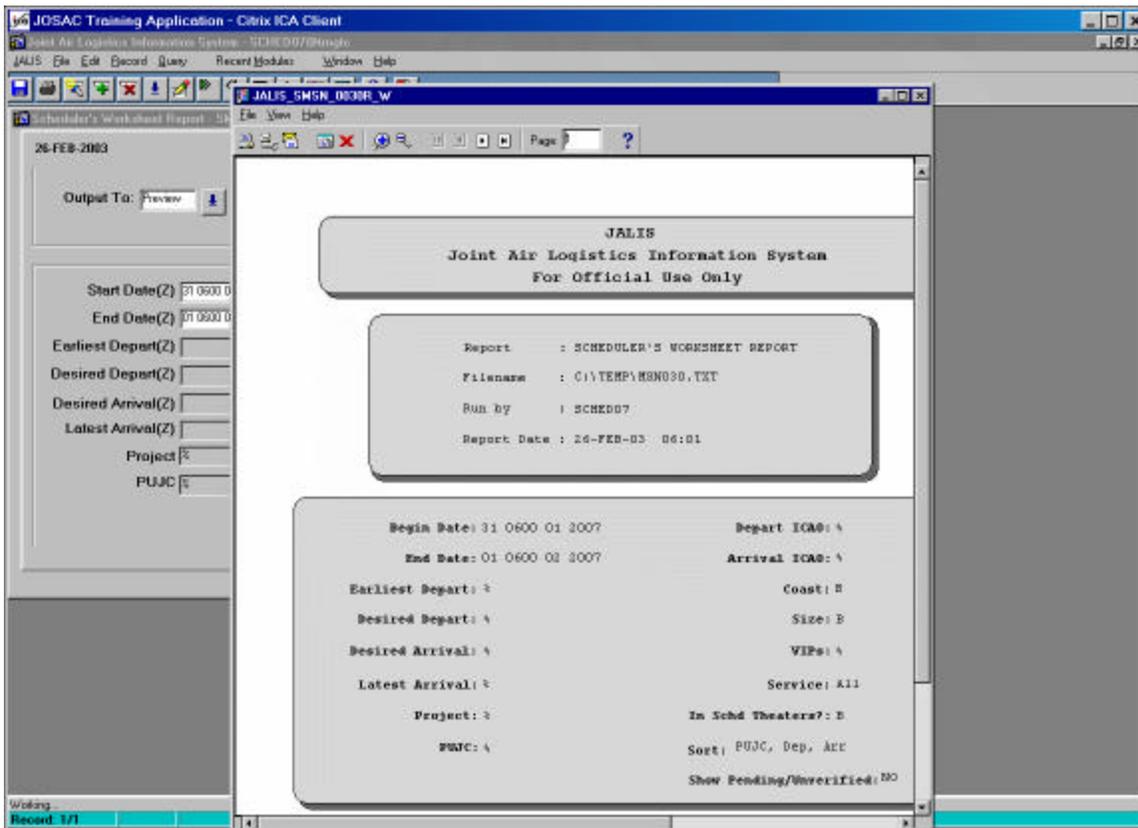


Figure 7-11. Scheduler's Worksheet Report (Header Page)

VIEW AND EXIT SCHEDULER'S WORKSHEET REPORT			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the Next Page icon.	First page of report data (Fig. 7-12) displays.	Continue clicking the Next Page icon to view successive pages.

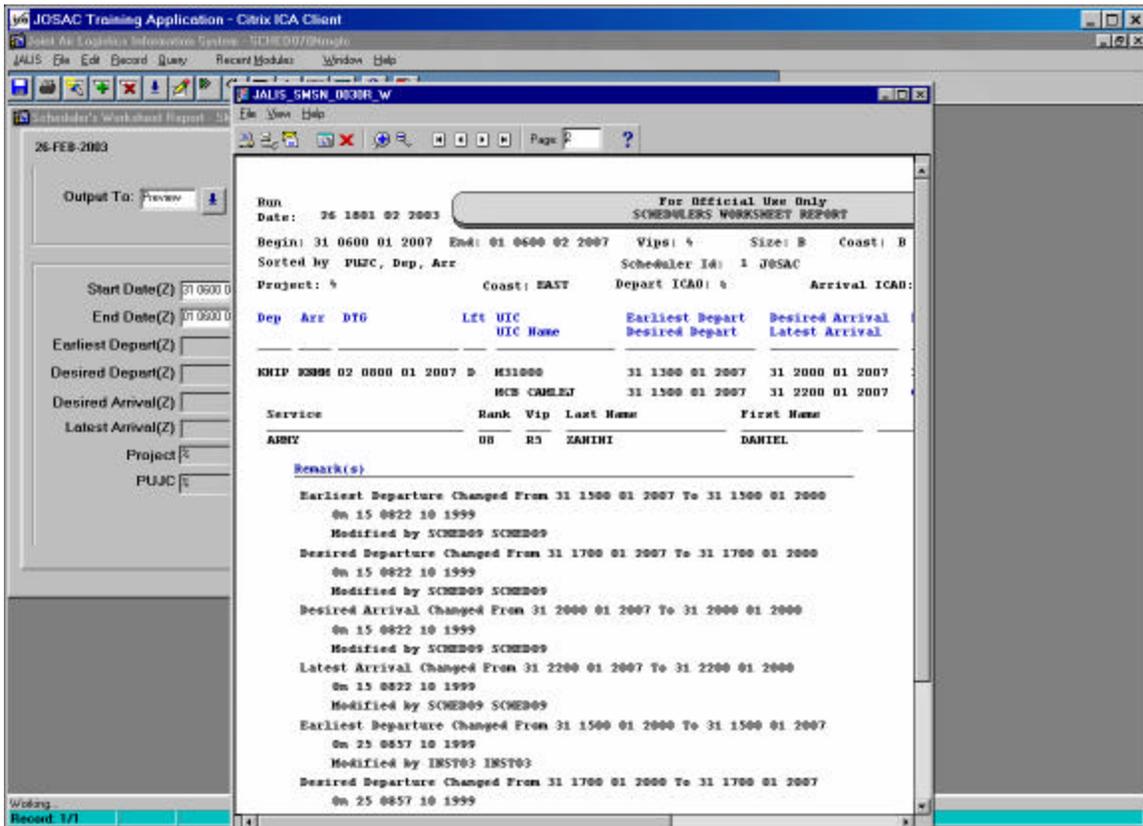


Figure 7-12. Scheduler's Worksheet Report (First Page)

VIEW AND EXIT SCHEDULER'S WORKSHEET REPORT			
Step	Activity	Anticipated Result	Comment
2 of 3	Click on the Close Previewer icon.	Scheduler's Worksheet Report screen (Fig. 7-10) redisplay.	
3 of 3	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplay.	

Note. As a general rule for JOSAC, every mission schedules is a round trip out and back to home station regardless of the number of legs. Therefore, when building a schedule, every effort will be made, through cross team coordination when necessary, to return the aircraft to home station. If at all possible, the aircraft should not fly

empty on the return mission. If a lift for the return flight is not possible, both teams should look ahead to see if they can schedule it the next day with a lift. Maintenance, crew day, and crew rest should be part of the consideration. Schedulers often task large aircraft units to fly multi-day missions in an effort to increase efficiency.

F. Initial Sort of Requests. From the Scheduler's Worksheet Report, you identify and separate requests into those that require large or small aircraft, based on the number of passengers and cargo. The report sorts by whichever options you select; now you might sort by the DTG of submission to reward users for getting their requests in early.

1. **Large versus Small Requests.** JOSAC no longer has large and small aircraft teams. Teams schedule by days rather than by size of the aircraft. However, JALIS still can split the requests by size. Small requests have eight or fewer passengers and large requests have nine passengers or more.

2. **Priority and Urgency (PU) Codes.** In most cases, justification and category codes are merely for tracking purposes and are not used for determining support. The focus is on Priority Codes 1 or 2 and Urgency Codes 1 through 5. Special attention should be given to requests with these high PU codes. It is safe to commit OSA assets to these requests first. The JOSAC CONOPS further amplifies these practices. You should strive to support 100 percent of the Priority 1s and 99 percent of the 2s. You commit an aircraft to a Priority 3 only when all 1s and 2s are supported.

Note. It is possible to support a Priority 3 while regretting a Priority 1 or 2. That can occur when a Priority 3 has been combined with a Priority 1 or 2 to maximize the seat usage on a flight.

3. **First In - First Out (FIFO).** All other things being equal, you will support requirements in the order in which they are received. If the traveler is confident that early submission is advantageous, the submission will come in early. You must convince the customers that early submission makes a difference. Consequently, identical PU codes should be subsorted by date of submission to follow the FIFO rule.

Note. It is possible that Priority 2 lift requests coming in after D-4 may not be supported due to late submission, even if 3s are being supported.

Note. Be aware that the opposite of FIFO can be true. If the customer wants to go commercial, but is required to submit an OSA request, they will know that late submission might mean they will not be supported.

Transition. You now have the assets overlaid with the requirements. The mechanical work is done. Creativity must begin. You will now undertake an exercise to match assets to requests. This exercise has no school solution. Your missions will be different from every other class. The point is to make them logical.

Requirement. Using the map of the geographical locations of available aircraft you created earlier in this lesson, match assets to requirements to effectively and efficiently use your assets while attempting to maximize customer satisfaction. The requests are already in the system. They are also available at Appendix J.

G. Develop Initial Utilization Plan. Once an initial sort of requests has been accomplished and displayed on a map of the United States (either physical or mental), you can match geographic locations (ICAO pairs) to requirements. This helps you visualize the requirements and how they might relate to the current locations of the day's taskable assets.

1. **Manual Planning.** This portion of the OSA scheduling process is more art than science. As you begin to plot the various requests, efficient operations should become apparent. You should take advantage of all potential matches to optimize flight itineraries.

Note. JOSAC has implemented a computer program called the Scheduler's Decision Support System (SDSS) that will take the available assets for a given day and match them up with the unsatisfied requests, based on a variety of parameters set by the user. There is no direct feed into JALIS, the missions still have to be input and built manually, but the most difficult part is done by the computer. There will still be some human intervention to override the computer suggestions that do not make sense in the real world.

2. **Consolidation of Requirements.** Consolidation of requirements requires two major considerations: geographic locations and cumulative pax/cargo.

a. **Geographic Locations.** To consolidate requirements by geographic locations, look for those that depart or arrive at the same locations. You also need to locate requirements that may be along a general route or that are near the arrival or departure locations. Modifying the flight profile may accommodate these, if it fits within the crew duty day.

b. **Cumulative Pax/Cargo.** If the cumulative pax or cargo exceeds the capacity of the asset you are going to assign, you may need to assign a different type aircraft. Additional assets could also be used to satisfy the requirements.

Transition. You now have your assets, requirements, and possible flight paths displayed together. It is time to match the assets to the requirements.

Note. You now begin to build the flying schedule for any given D-Day through an orderly process of elimination.

3. **Match Assets to Requirements.** It is time for you to hand build flight itineraries for each tasked asset, support the requirements, and efficiently use the resources. You already know the assets and the requirements. As a minimum, you may be required to look up ICAO codes, airfield information such as, hours of operation, runway length, and fuel types. JALIS has some of this information, but it may not be as current as the Instrument Flight Rules (IFR) Enroute Supplement. A recommended sequence follows.

a. **Select PU Codes.** Begin with the highest PU coded requirements where the request's origin matches the beddown of an asset.

b. **Select PU Codes for Fly In.** Next, look for those high PU codes where you will need to position (fly in) an asset to support the requirement. You would select the nearest aircraft that could logically support the requirement.

c. **Use All Assets.** Continue through the PU codes until all assets or requests are exhausted/satisfied. If you complete this step with assets left over or if you run out of assets with requests still to be filled, your job is not finished.

Note. Historically, OSA requests come at a rate of two to three times your ability to support one on one.

d. **Review the Route.** Check your map and determine which requests logically coincide with a route. This allows the asset to be tasked for pickups and drop-offs along the way. This will, however, require you to inform/negotiate adjusted arrival and departure times starting with the lower priority customers and working toward the higher priority customers. The crew duty day and the day of return to home station must also be considered.

e. **Coordinate the Schedule.** It is time to officially coordinate the schedules with the other schedulers to determine where cross utilization may be beneficial. There may be a potential to combine several small requests to make a large mission or apply one or more small requests to existing large missions. The possibilities could be endless.

4. **Near Offshore Missions.** Although the basic JOSAC OSA mission is CONUS, JOSAC is now supporting some requirements that originate in CONUS, but terminate somewhere offshore (Bermuda, Canada, Puerto Rico, Alaska, Canada etc.). C-21s are tasked, in coordination with the TACC, to fly these missions. The TACC assumes operational control of the missions when they leave CONUS.

Objective Summary. You have seen that in order to put the schedule together you have to figure out what assets you have in different categories. JALIS has tools to help you with that. You then went through the manual process of matching up requests with available airplanes in a logical and systematic manner. This is the important part of the scheduling process. The remainder of what you do is mostly mechanical.

Transition. Now that you can produce an OSA daily flying schedule, you will create a mission.

OBJECTIVE 7-2. Given an operating JALIS system, create a mission in JALIS.

Transition. You have mapped your missions and made initial selections on which requests you will support with the available assets. With a 3-to-1 relationship between requests and assets, it is obvious that, if you quit right here, 67 percent of the requests will not be supported. You will now enter your first actual mission into JALIS.

H. Enter Basic Flight Itineraries and “Lifts” into JALIS. There are several menu paths to follow that will lead you to the Flight Planning screen. From here, you will perform a significant amount of the manual labor required by JALIS. The entry of each individual flight itinerary for up to 100 daily missions can take time. You begin this process on the JALIS Menu (main menu) by selecting Flight Scheduling and Modifications Menu.

Note. You may need your DoD Form 2768 (from Lesson 3) and/or an Airlift Request Report of your lift request.

Requirement. You have pulled the Airlift Request for moving three passengers and five pounds of mail from Norfolk NAS to New Orleans NAS on {xx} January 2007. You need an aircraft capable of supporting this mission. Norfolk NAS (KNGU) has UC-12Bs (Org code = A0B) and C-9s (Org code = KGC). Determine if any of these co-located assets are available to support the Admiral’s request. If necessary review the requirement from Lesson 3.

NAVIGATE TO FLIGHT PLANNING - PREFERENCES			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplay.	You can also Press <Alt + J>.
2 of 3	Click on the Flight Scheduling and Modifications Menu option.	Flight Scheduling and Modifications Menu cascading menu (Fig. 7-2) redisplay.	You can also Press <S>.
3 of 3	Click on Flight Planning .	Unsatisfied Requests screen (Fig. 7-13) display.	You can also Press <F>.

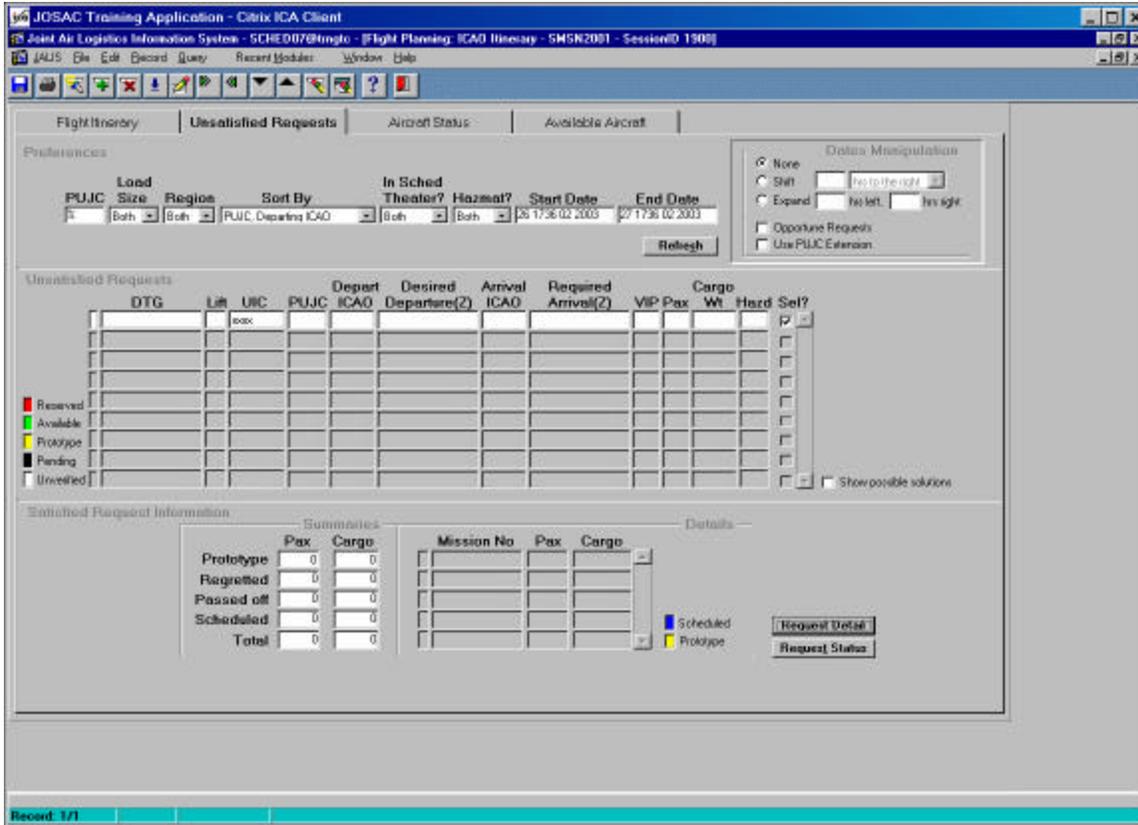


Figure 7-13. Unsatisfied Requests Screen

1. **Preferences.** The top portion of this screen is used to select/enter the time frame to plan missions. You also have options to further define the requests you wish to select: PUJC code, Load Size, Region, Scheduling Theater, and HAZMAT. In addition, you can define in what order you want the unsatisfied requests to be displayed (Sort By option).

FLIGHT PLANNING - PREFERENCES			
Step	Activity	Anticipated Result	Comment
1 of 11	In the Start Date field, Type "xx0600012007" . Press <Tab> .	The date displays in the Start Date field, and the cursor moves to the End Date field.	You can also use the List icon to select the date from the calendar utility.
2 of 11	In the End Date field, Type "xx0600012007" . Press <Tab> .	The date displays in the End Date field, and the cursor moves to the PUJC field.	You can also use the List icon to select the date from the calendar utility.
<p>Note. JALIS will pick up any request that has any intersection of times with the set window, even one minute. The times used from the requests are the Earliest Departure and the Latest Arrival times. Other filtering parameters set will also affect the requests selected, as the requests must meet all the criteria.</p>			

FLIGHT PLANNING - PREFERENCES			
Step	Activity	Anticipated Result	Comment
3 of 11	In the PUJC field, Type the PUJC code applicable to the request(s) you want to schedule, "%". Press <Tab> .	The PUJC displays in the PUJC field, and the cursor moves to the Load Size field.	This field is optional. The default value is %, which will find any valid PUJC codes. If you want to constrain your list to one particular PU combination, you can use a wildcard, but still limit your search (e.g., 24% will retrieve only requests with a priority of 2 and urgency of 4).
4 of 11	If not already displayed in the Load Size field, Click on the List icon, and Select BOTH . Press <Tab> .	BOTH displays in the Load Size field, and the cursor moves to the Region field.	This field is optional and indicates the cargo load. Small loads are less than 410 pounds; large loads are 410 pounds or greater.
5 of 11	If not already displayed in the Region field, Click on the List icon, and Select BOTH . Press <Tab> .	BOTH displays in the Region field, and the cursor moves to the Sort By field.	This field is for CONUS only. It refers to where the request mission will originate and/or end. The East/West division is no longer used.
6 of 11	If not already displayed in the Sort By field, Click on the List icon, and Select Departing ICAO . Press <Tab> .	Departing ICAO displays in the Sort By field, and the cursor moves to the In Schd Theater? Field.	The default value is PUJC Departing ICAO. Depending on other selection criteria, it may be easier to find the desired request by searching the ICAOs if they are sorted by departing location.
7 of 11	If not already displayed in the In Schd Theater? Field, Click on the List icon, and Select YES .		Selecting YES will find only those requests originating or terminating in the scheduler's theater (e.g., CONUS for JOSAC).
8 of 11	If not already displayed in the HAZMAT field, Click on the List icon, and Select BOTH .	BOTH displays in the HAZMAT? field.	Your preferences for Unsatisfied Requests are now set and saved for the remainder of this JALIS session.
9 of 11	Press <Tab> .	Cursor moves to Dates Manipulation block with None selected.	In this block you can manipulate the block of time specified by the Start and End Dates. You can shift the block a specified number of hours left or right, or you can expand the block a specified number of hours left or right. Click in the appropriate radio button, specify the number of hours, and select the direction of the adjustment.

FLIGHT PLANNING - PREFERENCES			
Step	Activity	Anticipated Result	Comment
10 of 11	Press <Tab>.	Cursor moves to Use PUJC Extension checkbox.	Checking this box causes JALIS to display requests that are outside the specified window based on times entered in the PUJC Maintenance module that extend the selection times for certain PUJCs. In the JOSAC system all the times are set to zero so this option has no effect.
11 of 11	Press <Tab>.	Cursor moves to Opportune Requests checkbox.	This option causes JALIS to retrieve requests that match at least one point on the itinerary as well as the time window specified. It does not work unless there is an itinerary and times on the Flight Itinerary screen.

2. **Unsatisfied Requests.** The Unsatisfied Requests option allows you to choose the requests you want to schedule. This display-only screen cannot be altered. This screen displays all unsatisfied requests that meet the criteria you entered in the Preferences block. The following information is displayed: DTG, Lift, UIC, PUJC, Departure ICAO, Desired Departure Time (in Zulu), Arrival ICAO, Required Arrival Time (in Zulu), VIP (indicates if the request has a VIP manifested), Pax, Cargo Weight, and Hazd (HAZMAT).

FLIGHT PLANNING - UNSATISFIED REQUESTS			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the Refresh button.	Unsatisfied Requests block (Fig. 7-14) displays with requests that meet the preferences you set.	You may also Press <Alt + S>.

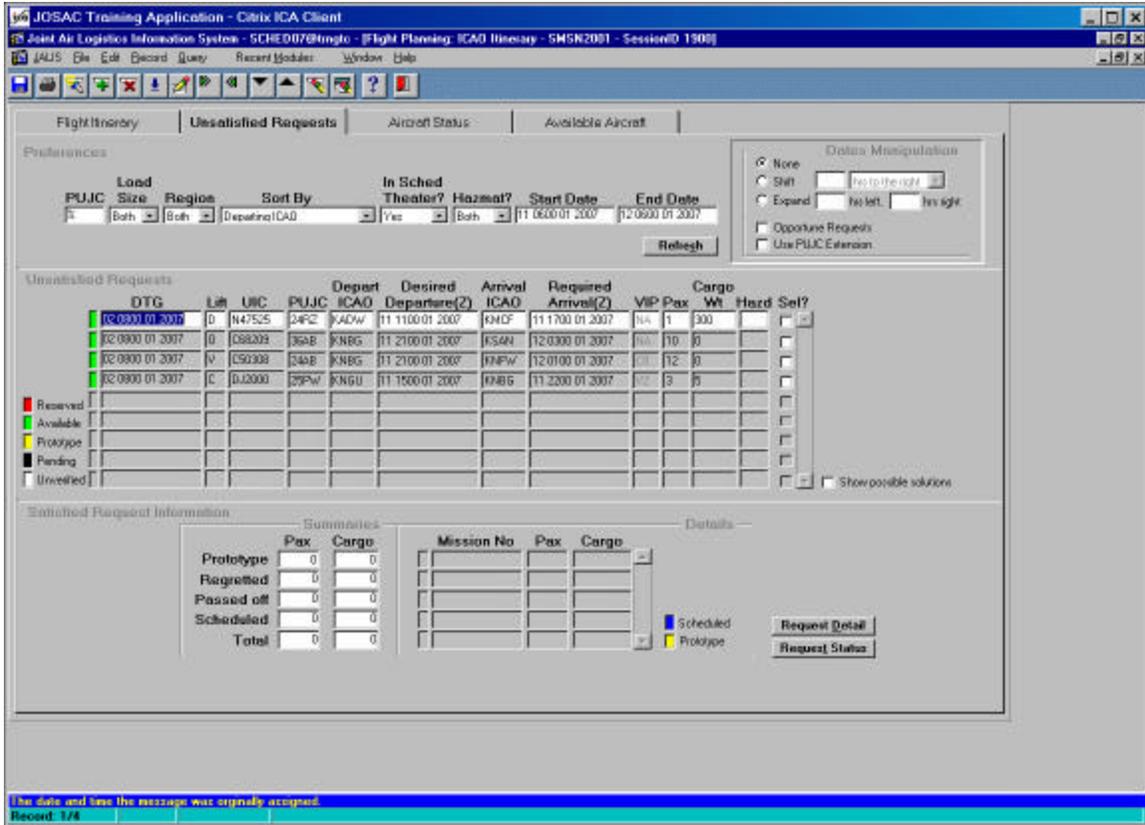


Figure 7-14. Flight Planning - Unsatisfied Requests Block

FLIGHT PLANNING - UNSATISFIED REQUESTS			
Step	Activity	Anticipated Result	Comment
<p>Note. Each request in the list is color coded to indicate its status and availability for scheduling.</p> <p>Red - Reserved by another scheduler.</p> <p>Green - Available for scheduling.</p> <p>Yellow - The highlighted request is attached to a mission, which may be in prototype or scheduled status. To the right JALIS displays the mission number. Color codes indicate whether the mission is in prototype or scheduled status.</p> <p>Black - The request has been marked pending by the requester or validator.</p> <p>White - The request has not been verified in JALIS.</p> <p>The information at the bottom of the screen displays the status of the pax and cargo.</p>			
2 of 3	<`> to the request you want to schedule.	The request will be highlighted and pax and cargo information displays in the Satisfied Request Information block if the request is on a mission.	
3 of 3	Click in the Sel? Toggle box for the unsatisfied request you want to schedule.	A checkmark displays in the box you click.	Color codes at the left indicate the status of the request. The request is now reserved for your use.

Note. You can check the actual airlift request. Click on the Request Detail button to review the original request. Click on the Exit icon to return to the Unsatisfied Requests block.

Transition. Now that you have identified the dates and requests, you need to find a unit with an available aircraft to fly the mission. You have three options as to how to do this from the Flight Planning module.

3. **Aircraft Statuses.** If you already know the unit you wish to task and want to see if there is an available aircraft, you can select the Aircraft Status tab.

FLIGHT PLANNING - AIRCRAFT STATUS			
Step	Activity	Anticipated Result	Comment
1 of 5	Click on the Aircraft Status tab.	Aircraft Status block (Fig. 7-15) displays.	

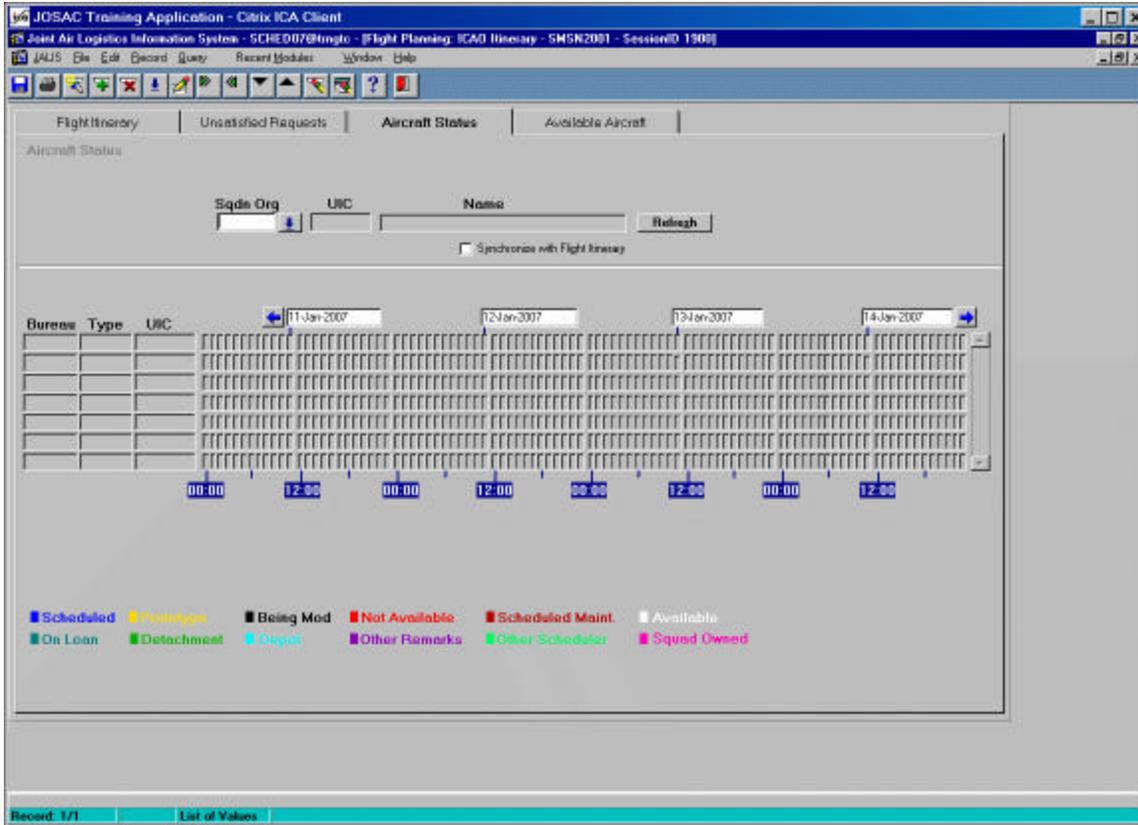


Figure 7-15. Aircraft Status Block

FLIGHT PLANNING - AIRCRAFT STATUS			
Step	Activity	Anticipated Result	Comment
2 of 5	In the Sqdn Org field, Type "kgc" (the Org code of the unit that will fly the mission). Press <Tab> .	KGC (Org code) displays in the Sqdn Org field and information pertaining to the organization displays in the Squadron Name field. Cursor moves to the first date field.	You can also Click on the List icon adjacent to the Sqdn Org field, and then search on the list of values for the Org code you want.
3 of 5	If not already posted in the first date field, Type "xx012007" . Press <Tab> .	The date displays in the first date field, and the rest of the date fields fill in.	
4 of 5	Click on the Refresh button.	The list of aircraft assigned to this unit displays with a graphical representation of their statuses.	Review the list of aircraft to determine which one is available for scheduling. White means the aircraft is available.
5 of 5	Double Click on the bureau of the available aircraft you wish to task.	Flight Itinerary screen (Fig. 7-16) displays.	This is the first time you have a mission number. You might want to write it down and/or bookmark it.

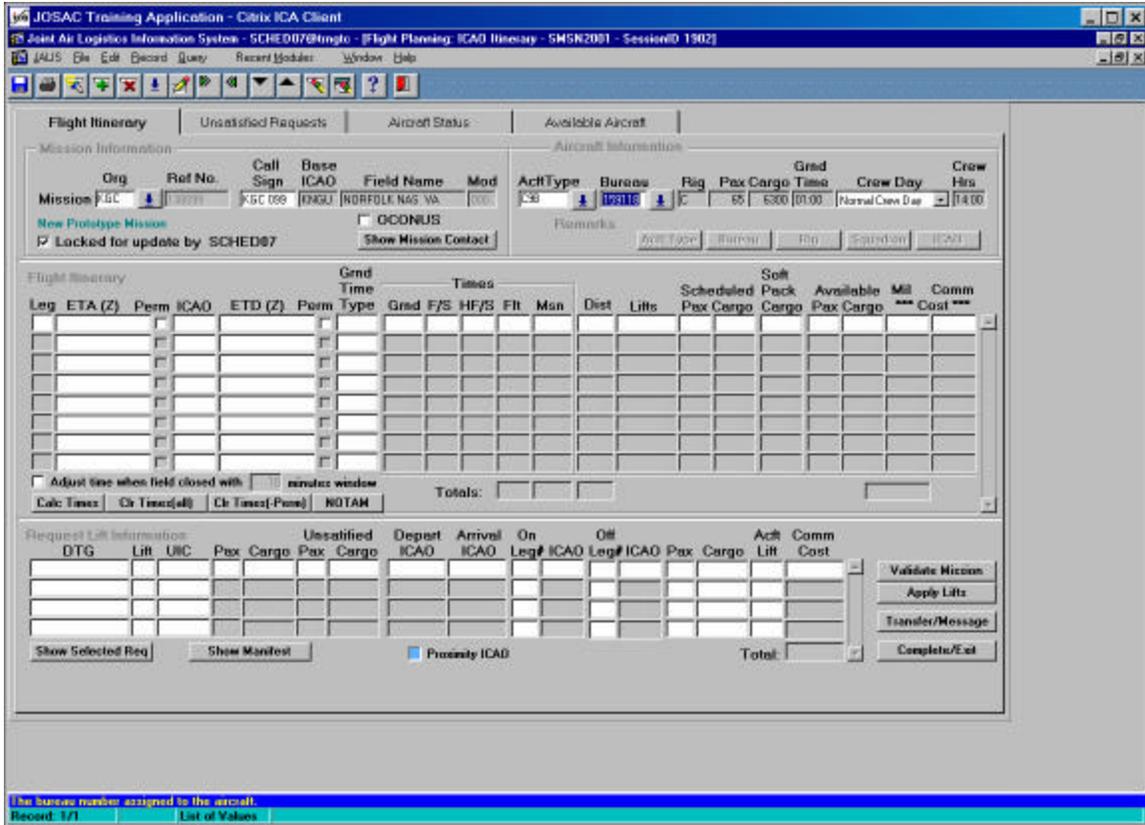


Figure 7-16. Flight Itinerary Screen

4. **Available Aircraft.** If you have not already determined the unit you wish to task, but want to see a list of available aircraft and units, you can click on the Available Aircraft tab.

FLIGHT PLANNING - AVAILABLE AIRCRAFT			
Step	Activity	Anticipated Result	Comment
1 of 8	Click on the Available Aircraft tab.	Available Aircraft block (Fig. 7-17) displays.	

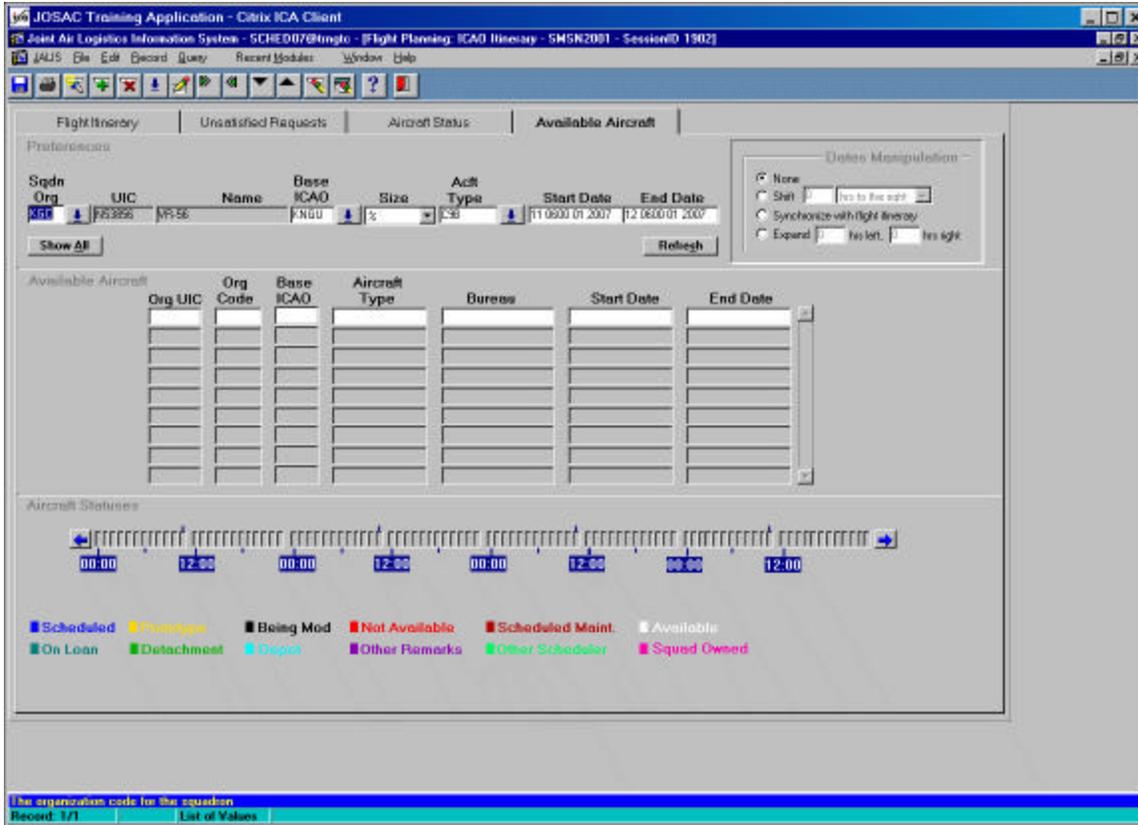


Figure 7-17. Available Aircraft Block

FLIGHT PLANNING - AVAILABLE AIRCRAFT			
Step	Activity	Anticipated Result	Comment
2 of 8	Click in the Start Date field, and Type "xx0600012007". Press <Tab>.	Cursor moves to the End Date field.	This information is already filled in because we have already selected a unit.
3 of 8	Type "xx0600012007".	Information displays.	This information is already filled in because we have already selected a unit.
4 of 8	Click on the Refresh button.	Available Aircraft block (Fig. 7-18) displays with a list of available aircraft for KGC.	

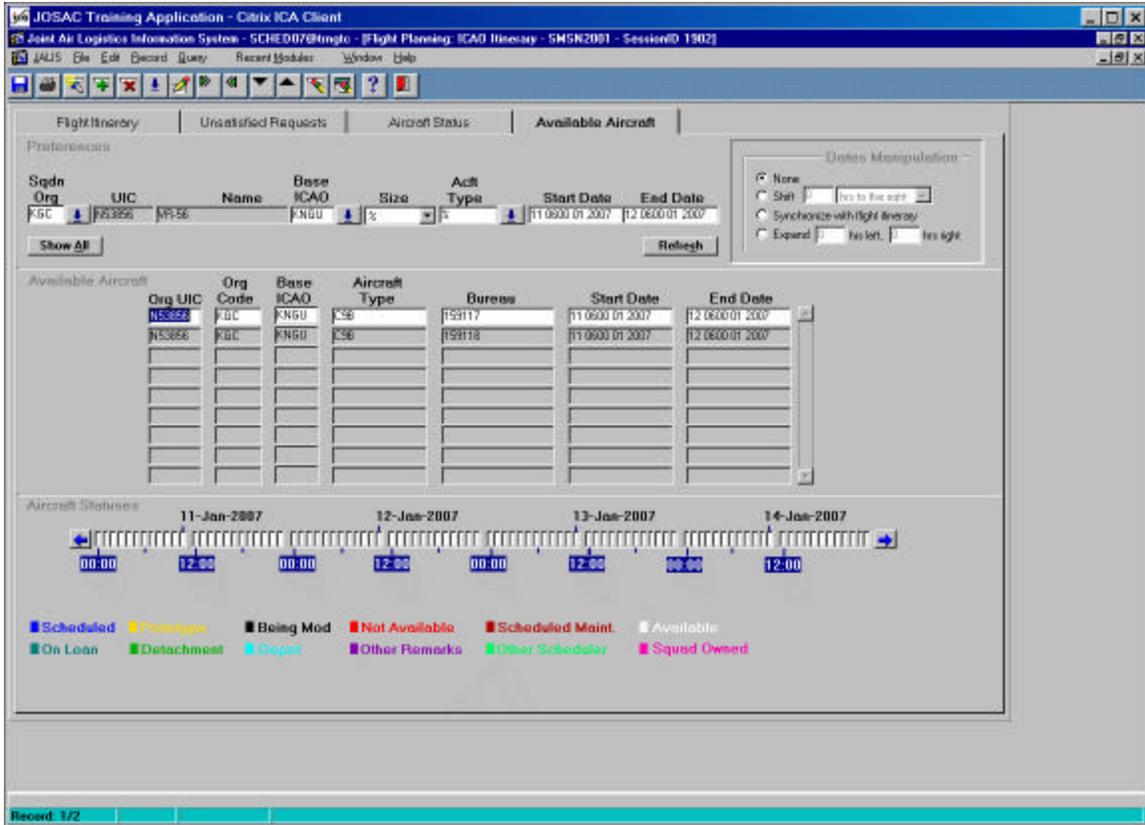


Figure 7-18. Available Aircraft Block with list of Aircraft

FLIGHT PLANNING - AVAILABLE AIRCRAFT			
Step	Activity	Anticipated Result	Comment
Note. If you wanted to see the available aircraft for all units, you could click on the Show All button.			
5 of 8	Click on the Show All button.	All available aircraft display in the list.	The list is arranged alphabetically by Org Code.
6 of 8	Scroll down to KGC and Double Click anywhere on the line for the aircraft you want.	Flight Itinerary screen (Fig. 7-19) displays with Aircraft bureau pop-up.	This is the first time you have a mission number. You might want to write it down and/or bookmark it.

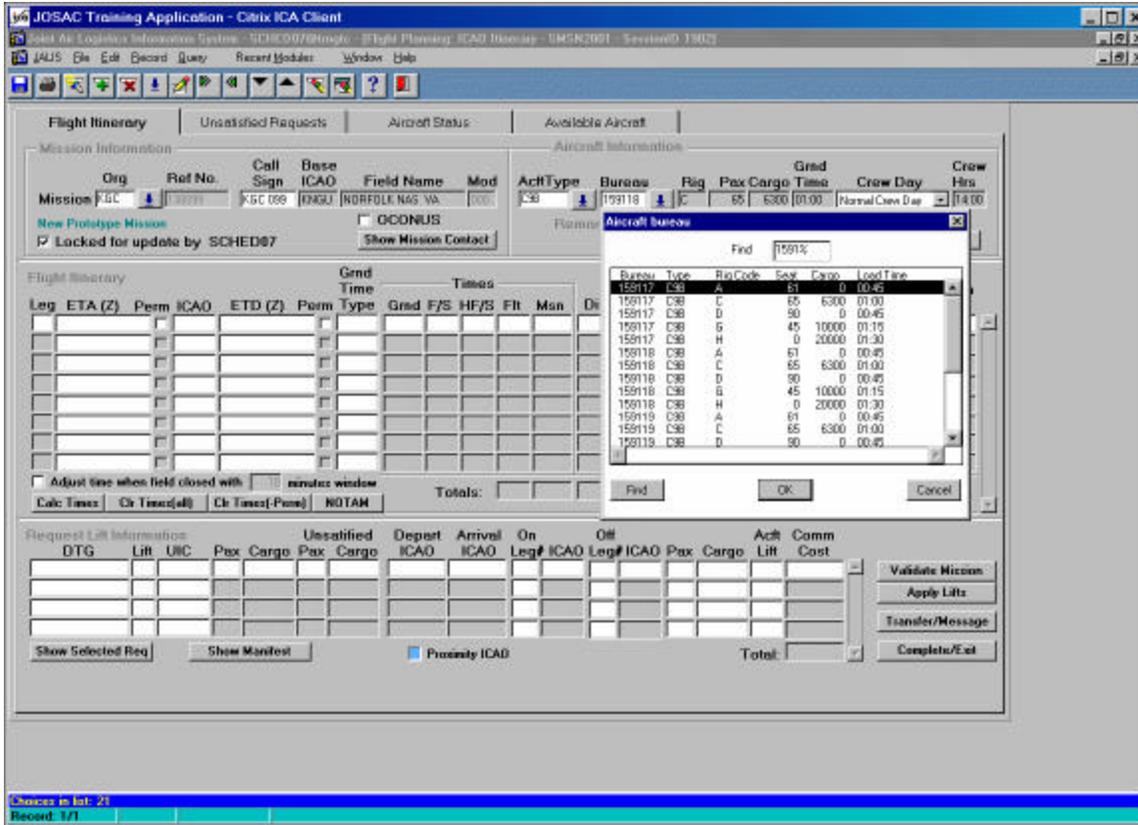


Figure 7-19. Flight Itinerary Screen with Aircraft Bureau Pop-up

FLIGHT PLANNING - AVAILABLE AIRCRAFT			
Step	Activity	Anticipated Result	Comment
7 of 8	Select bureau 159118 and rig code C.	The Aircraft bureau screen displays the Pax/Cargo configurations for the selected aircraft.	Once you have determined which aircraft or type are available for scheduling, you need to determine which aircraft have a compatible rig to match your requirements.
8 of 8	Click on the OK button.	Flight Itinerary screen (Fig. 7-16) redisplay with aircraft and rig posted.	

5. **Flight Itinerary.** You have seen two ways to get to the Flight Itinerary screen to input your mission. You can also go directly to that screen by selecting the Flight Itinerary tab. From there you select the organization, aircraft type, and bureau. When you select the Org you also get the mission number. When you select the Bureau, JALIS also provides the AcftType. However, if you select the AcftType first, you then must also select the Bureau.

FLIGHT PLANNING - FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
1 of 6	Click on the Flight Itinerary tab.	Flight Itinerary screen displays.	The screen would be blank if you had come here first.
2 of 6	Click on the List icon next to the Org field.	Valid Organizations selection screen (Fig. 7-20) displays.	

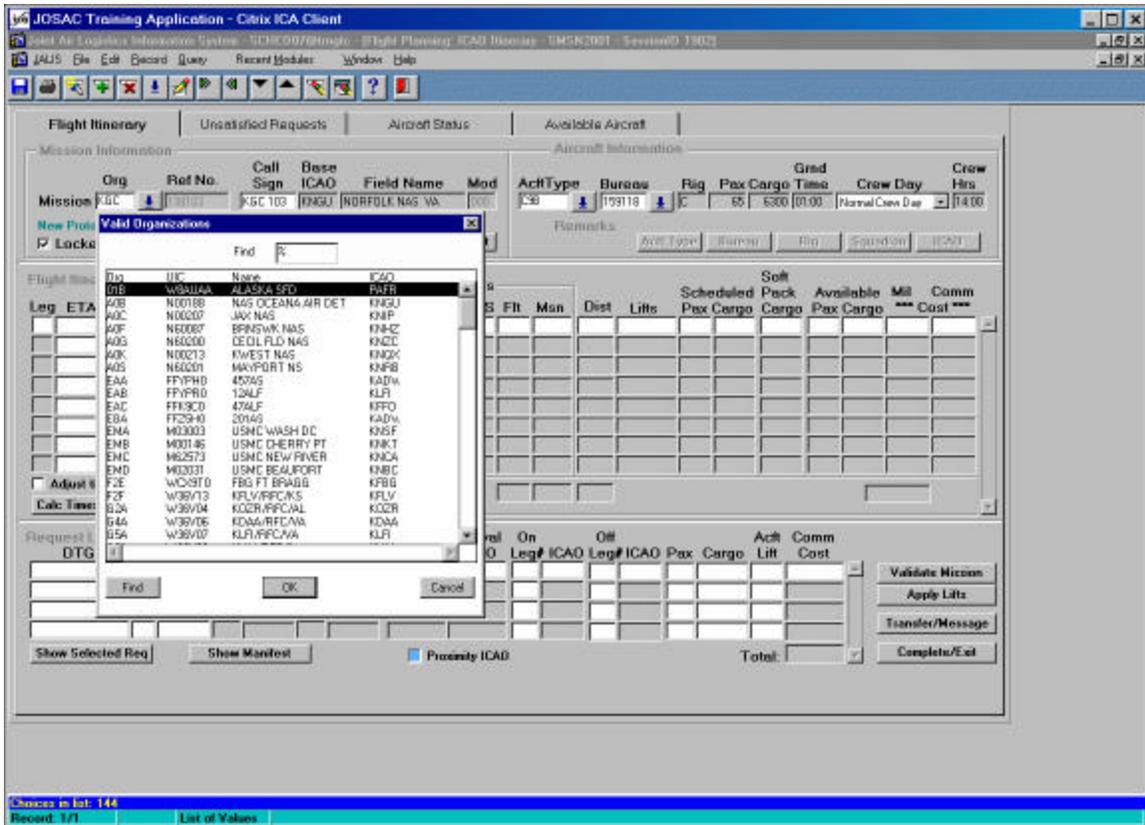


Figure 7-20. Valid Organizations Selection Screen

FLIGHT PLANNING - FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
3 of 6	Scroll down to the desired unit KGC , and Click on it. Click on the OK button.	Org and Ref No. post to form mission number. Rest of mission information posts.	This is the first time you have a mission number. You might want to write it down and/or bookmark it.

FLIGHT PLANNING - FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
4 of 6	Click on the List icon next to the Bureau field.	Aircraft bureau pop-up (Fig.7-19) redisplay.	
5 of 6	Select the desired bureau and rig. Click on the OK button.	Bureau and AcftType post.	

Note. The selection of an organization to fly a mission is the critical step in the scheduling process. Regardless of which specific aircraft is selected, the important decision is that a specific unit with an available aircraft is tasked to perform the mission. The unit will ultimately decide which tail number is actually used.

Note. Take note of the five Remarks buttons - Aircraft Type, Bureau, Rig, Squadron, and ICAO. If these are grayed out, there are no pertinent remarks. If these buttons appear in black, be sure to Click on them to review any remarks. These remarks may affect the scheduling of the mission. The ICAO button works independently of the others.

JDTC TIP. When you get to this screen, this is the first time you have a mission number. Although not mandatory, it is a good idea to bookmark the mission at this point since you will probably need to retrieve it several times. You bookmark a mission exactly like you bookmarked the request in earlier lessons. Right Click in any of the fields in the Mission Information block, select Bookmarks, and then Add to bookmark.

a. **Flight Planning: Flight Itinerary.** The Flight Planning: Flight Itinerary screen has four distinct data blocks, all of which are used to enter required information.

(1) **Mission Information Block.** The first block of the Flight Planning: Flight Itinerary screen contains the mission information: Org and Ref No., which together form the mission number, Call Sign, Base ICAO, Field Name, and Mod. You can select this information from this screen, the Aircraft Status screen, or the Available Aircraft Screen.

(2) **Aircraft Information Block.** The Aircraft Information block is used to select the aircraft showing an available status in JALIS. How you entered this screen determines whether there is information already in this block. If you selected your aircraft and rig from the Aircraft Status or Available Aircraft screens, Acft Type, Bureau, Rig, Pax, Cargo, Grnd Time, Crew Day, and Crew Hours will already be filled in. However, if you came to this screen and selected the unit in the Mission Information block, you will have to select the Aircraft Information here. You can select the Acft Type and then select the Bureau and Rig or you can select the Bureau and Rig first and the Acft Type will display automatically. The Crew Day field defaults to Normal Crew Day but can be changed.

FLIGHT PLANNING - FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
6 of 6	Press <Tab> . If you want to change the Crew Day to other than Normal Crew Day, Click on the List icon, and make your selection. Press <Tab> .	Cursor moves to the Crew Day field. Crew Day pull-down menu displays. Cursor moves to the ICAO field of the Flight Itinerary block with the ICAO for the home station of the tasked unit displayed.	Highlight the type of Crew Day you want. If you want the default value of Normal Crew Day, you can Click in the ICAO field.

(3) **Flight Itinerary Block.** The Flight Itinerary block is used to enter the ICAO identifiers for the route of flight. The home station ICAO for the tasked unit will automatically be displayed in Leg 1. If the asset is not at the home station, you must input the actual location of the aircraft. TERM (mission termination) must be entered for the last leg, even if the final ICAO is the home station. This command tells the system the final ICAO is where the mission is completed.

When you enter the first (origination) ICAO, certain fields will display default information from the reference tables. Normal (N) is the default value for the Grnd Time Type field. If other than Normal Ground Time Type is required, you can pull up a List of Values.

Grnd Time, F/S Time, and HF/S Time are optional fields. Sometimes they are required to complete a prototype mission. If no information displays in these fields, <Tab> through the fields. System generated information will display in the fields as you pass through them.

The system automatically populates most of the last 11 fields (Flight Time, Mission Time, Dist, Lifts, Scheduled Pax and Cargo, Available Pax and Cargo, and Military and Commercial Cost) based on the ICAOs you enter in the itinerary. The Soft Pack Cargo field defaults to zero but this is where you can create cargo capacity on an aircraft that has no or insufficient cargo capacity.

The Adjust time when field closed with __ minutes window checkbox will override the times you enter in the itinerary to make adjustments for field operating hour conflicts.

Three of the four buttons at the bottom of this block help you to adjust the times for your mission. The NOTAM button displays any NOTAMs in the system pertaining to airfields in your itinerary.

(4) **Request Lift Information.** The Request Lift Information block is where you actually apply the selected lifts to the mission. On the right side are buttons to Validate Mission (run an error check), Apply Lifts, Transfer/Message (send the mission to schedule), and Complete/Exit (leave the mission in prototype).

Requirement. Build an itinerary from Norfolk NAS VA (KNGU) to New Orleans NAS LA (KNBG) and back to Norfolk NAS, where the mission will terminate.

ENTER FLIGHT ITINERARY LEGS			
Step	Activity	Anticipated Result	Comment
1 of 6	Click in the ICAO field for Leg 1, ensure this is the origination point for the aircraft.	Information for the first ICAO displays for Leg 1.	With the cursor in the ICAO field, you can also use the List icon to find the appropriate ICAO.
<p>Note. Leg 1 automatically displays the home station ICAO code as the origination point. If the aircraft is starting a new mission at other than home station, you will need to change this ICAO to reflect the appropriate field.</p> <p>Note. Take note of the NOTAM (NOtice To AirMen) button. If it is black, Click it to read pertinent information regarding the location. This information could affect your scheduling into that ICAO location.</p>			
2 of 6	Press <Tab> (twice).	Cursor moves to the Grnd Time Type field.	If you need to change the Grnd Time Type, Click in the Grnd Time Type field, and Click the List icon on the toolbar. Make your selection from the List of Values. You can also change the duration of the ground time. Click in the Grnd Time fields, and type in the new values.
3 of 6	<^ > to the next ICAO field.	Cursor moves to the ICAO field for Leg 2.	The Leg number is system generated and will appear in sequence.
4 of 6	Type “knbg” . Press <Tab> . Press <^ > .	KNBG displays in ICAO field for Leg 2, cursor moves to next ICAO field.	
5 of 6	Repeat Step 4 until all Legs and ICAO codes are completed.	All legs are completed.	
6 of 6	When you enter the last ICAO code, <^ > to a blank record, and Type “term” . Press <^ > .	TERM displays in the final ICAO field. The system automatically calculates flight times, mission times, distance, available pax and cargo, and military cost. Flight Itinerary screen (Fig. 7-21) displays with calculated times.	Ground time for the last leg disappears because it is irrelevant as the termination point of the mission. The system cannot calculate these items if you do not enter “TERM” as the final ICAO field.

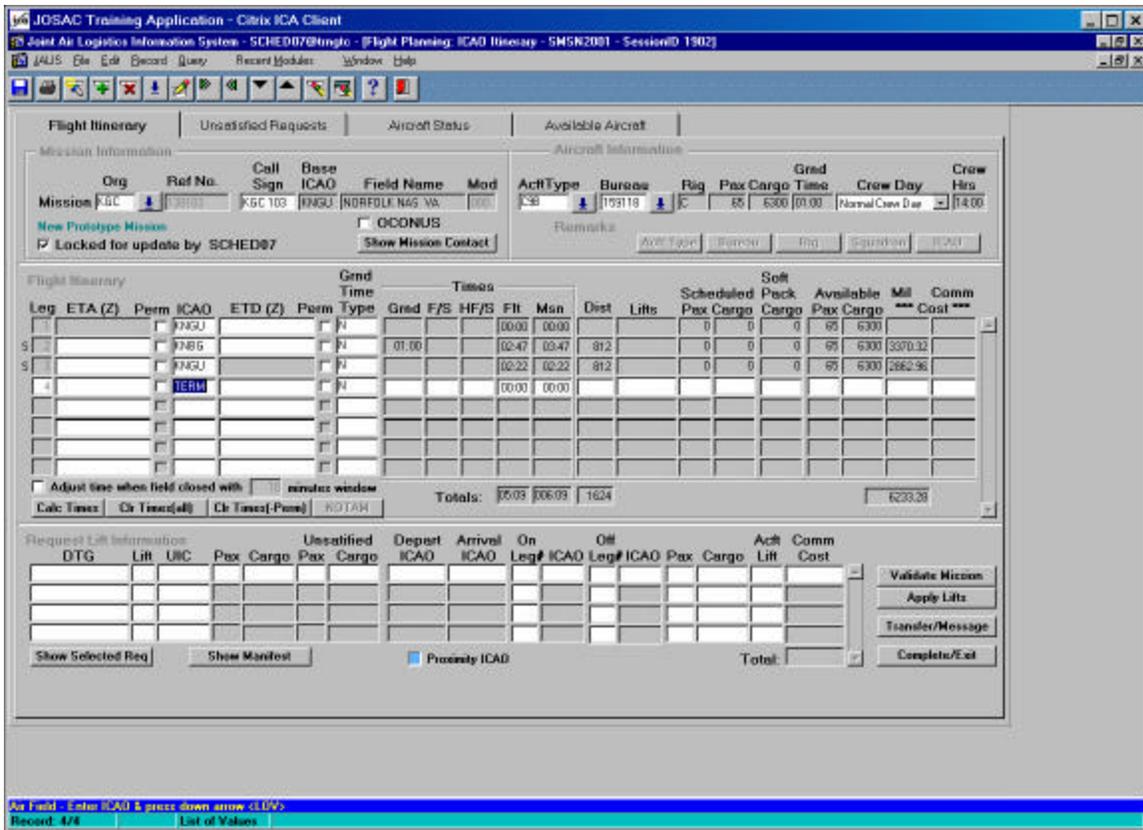


Figure 7-21. Flight Itinerary Screen With Itinerary And Flight Times

(5) Notes About Flight Itinerary Block.

- (a) You can add or delete ICAO codes from your Flight Itinerary. To add a Leg/ICAO code, place the cursor on the ICAO code above where you want to insert the additional leg. Click on the Insert Record icon. Type in the new ICAO code (or follow the steps for searching for the ICAO code from the List of Values).
- (b) To delete an ICAO code, place the cursor on the ICAO code you want to delete. Click on the Delete Record icon.
- (c) When you finish inserting or deleting a record, be sure to Press <^> so the system will recalculate the flight times.
- (d) Until you transfer from prototype to schedule, you can change the aircraft as desired.
- (e) The Fuel Stop (F/S - an automatic time added for an additional landing to refuel) and High Altitude Fuel Stop (HF/S – an automatic time added for an additional stop to refuel when flying over mountain ranges during the summer in CONUS) blocks are system generated data in this module.

(6) When you enter the itinerary, JALIS computes the flying times between the ICAOs. It bases the flying time on the LFRs entered for that particular ICAO pair for the same aircraft type. It uses the average of the flying times from the LFRs for the same month if there are at least ten entries for that leg. If there are fewer than ten entries for that month in the current year, JALIS will go back to earlier years until it finds ten entries in that month. If JALIS cannot find ten entries for that leg in that month, it will use the system wind information. Sometimes the scheduler may look at a leg time on the itinerary and realize that it is incorrect. This would normally occur if there were a gross error on one of the LFRs. In that case the scheduler can double click on the leg time on the Flight Itinerary screen. The time will then change to the time generated by the system winds, rather than the LFRs. Notice the letter (F or S) on the left side of each leg of the itinerary. The F indicates that the flight time is based on the average of LFRs. The S indicates the flight time for that leg is based on system winds. Note, however, that this time will not hold during a modification of the mission. JALIS will pick up the LFR-based time and the scheduler will have to override it each and every time the mission is modified.

Transition. You have input the itinerary to accommodate the airlift request that caused you to task a squadron to support this mission. Your next step is to review the traveler's requested departure and arrival times, then create the schedule to support these times.

b. **Flight Planning Itinerary Times.** The Flight Planning Flight Itinerary block is also used to enter planned mission times. You must enter at least one time in the standard JALIS format. JALIS will calculate all other times based on that one time, going forward and backward, adjusting for flying times and ground times. If you desire, you can enter more than one time that must be met on the schedule. JALIS will add additional ground time at the previous stop if necessary to make this work. You can mark any of these times as permanent by clicking in the Perm checkbox for that time. Click on the Calc Times button, and the system will calculate and fill in the remainder of the times. If you need to recalculate the times, the Clr Times(all) button clears out all the times and you have to reenter at least one. The Clr Times (-perm) button clears all the times except the ones you have checked as permanent. Make whatever changes you desire and then click on the Calc Times button again to recalculate.

Requirement. Enter the planned times for the request. The hard time for this request is the 1800Z arrival time at New Orleans NAS). Enter it in the ETA field for New Orleans.

ENTER FLIGHT ITINERARY TIMES			
Step	Activity	Anticipated Result	Comment
1 of 4	Click in the ETA (Z) field of the KNBG leg.	Cursor moves to the ETA (Z) field.	
Note. On the first leg you cannot Click in the ETA (Z) field, as this is the origination point, and has no ETA.			
2 of 4	In the ETA (Z) field, Type “ xx1800012007 ”.	The DTG displays in the ETA (Z) field.	DTG of the mission's estimated time of arrival.

ENTER FLIGHT ITINERARY TIMES			
Step	Activity	Anticipated Result	Comment
3 of 4	Click in the Perm checkbox next to the ETA (Z) field.	Checkmark displays in the Perm field.	A checkmark indicates that this is a hard time.
Note. To add other hard times, whether ETA (Z) or ETD (Z), Click in the appropriate field on the leg you need, enter the time, and Click in the corresponding Perm field.			
4 of 4	Click on the Calc Times button.	Calculates all other times for the mission. Flight Itinerary screen (Fig. 7-21) redisplay with data.	
Note. If the displayed schedule does not meet all of your requirements, you can reset all of the times. Click on the Clr Times (all) button. If you want to reset all of the times EXCEPT the Permanent times, Click on the Clr Times (-Perm) button. The permanent times will remain.			

Note. Error Messages. If there are any restrictions or remarks in the JALIS reference files about the ICAO codes selected, they will show up in a System Log pop-up. For instance, “Field Hours On Leg 2 Arriving At KNBG Are 19:00 To 23:00 On Tues 30 JAN 2007” would be one type of message alerting you that the field will be closed at the scheduled arrival time. This may be a time when you would use the Adjust times when field closed within __ minutes window option.

Transition. Once you are satisfied with the proposed times for the mission, you continue with the scheduling process by adding lifts to the mission. Your next step is to select any and all requests that will meet the timing. You have two options available to you as far as applying passengers and cargo. The first method is if you need to apply only passenger lifts or if the cargo requirements are such that it requires using a cargo capable aircraft. The second is if there is a small amount of cargo, which can fit in a seat. This is known as softpack.

- c. **Request Lifts.** The Request Lifts option allows you to list, select, and match lift requests that the prototype mission can support. If you know the DTG, Lift Code, and UIC of the request, you can enter the information yourself. Another option is to use the Show Selected Req option and let the system populate the fields.

Requirement. Add the request for Admiral Smith and the two JALIS instructors to the prototype mission. If there is more than one request that fits the itinerary times, determine if this mission can also satisfy them.

FLIGHT PLANNING - PROTOTYPE LIFTS			
Step	Activity	Anticipated Result	Comment
1 of 11	Click on the Show Selected Req button.	Selected Requests screen (Fig. 7-22) displays.	

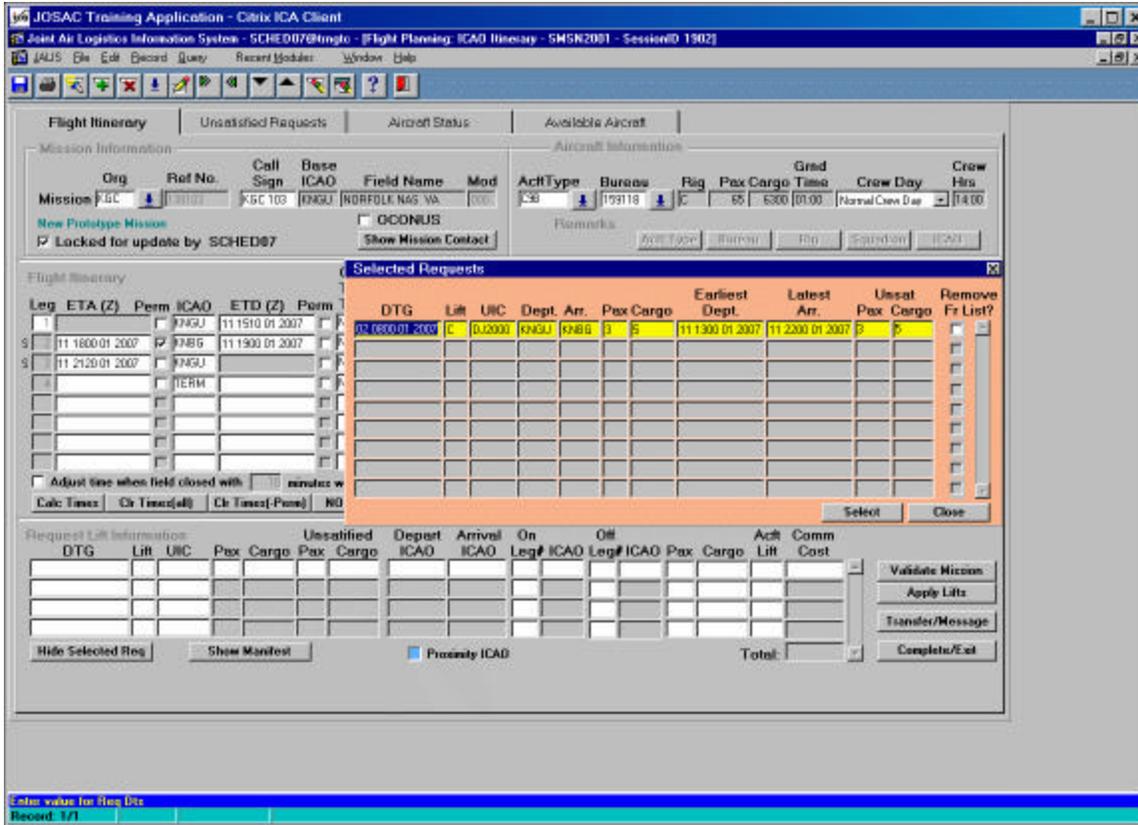


Figure 7-22. Selected Requests Screen

(1) **Passenger/Cargo Lifts.** If you have only passengers, or if you have cargo and a cargo-capable aircraft, assigning the lifts to the mission is a relatively simple process. However, if you have small amounts of cargo and a non-cargo-capable aircraft, assigning the lifts gets a little more complicated. You will perform that operation a little later in the lesson.

FLIGHT PLANNING - PROTOTYPE LIFTS			
Step	Activity	Anticipated Result	Comment
2 of 11	Click on the lift you wish to add to the mission. There is only one now, but there could be several.		
3 of 11	Click on the Select button.	Flight Itinerary screen (Fig. 7-21) redisplay, with everything displayed except the pax and cargo.	The Pax and Cargo values default to zero.
4 of 11	Click on the Close button to close the window if necessary.	The screen disappears.	If there are other Requests on the screen, you can close it after you have selected all you want.

FLIGHT PLANNING - PROTOTYPE LIFTS			
Step	Activity	Anticipated Result	Comment
5 of 11	Press <Tab> to the Pax field, checking the On Leg and Off Leg.	The legs post automatically and should be correct, but you should double check.	
6 of 11	In the Pax field, Type "3". Press <Tab>.	3 displays in the Pax field, and the cursor moves to the Cargo field.	This is the number of passengers for this leg.
7 of 11	In the Cargo field, Type "5". Press <Tab>.	5 displays in the Cargo field, and the cursor moves to the Lift field.	This is the amount of cargo (in pounds) for this leg.
8 of 11	The sequential Lift code is automatically posted, beginning with A. If you need to change it, you can. Press <Tab>.	A displays in the Lift field. If you delete a lift to change it, then reapply it, JALIS will assign the next sequential Lift code rather than the same one it had. This is one reason you may want to change the Lift code. Apply Lifts button highlights.	The lift letter for the leg may not correspond to the Lift Code letter in the request. The validator assigns the Lift Code letter on the request. DO NOT use a lift letter of "S." This designates Space Available and has a special purpose on the Logistic Flight Record.
9 of 11	Click on the Apply Lifts button.	If the lift has been verified, the system will save it as a prototype lift. System Log window displays with information about the request.	If one of the passengers on this request is also on another request for the same time period you will get an information pop-up stating, "This VIP Is On Other Requests For The Same Time Period." Click on the OK button and it will accept your lift.
10 of 11	Click on the Close button.	Flight Itinerary screen (Fig. 7-21) redisplay with Lift A displayed in the Lifts field.	Scheduled and Available Pax and Cargo figures have been adjusted to account for the applied lift.
11 of 11	Repeat Steps 2 through 10 for additional lifts.		Close the Selected Requests window when you are finished.

Transition. At this point you are ready to consider whether other lifts may be added to your itinerary. This will increase the effectiveness and efficiency of your airlift.

(2) **Opportune Requests.** The Unsatisfied Requests screen can display a list of requests that have lifts that match one or more of your ICAO locations if you check the Opportune Requests checkbox. The ICAOs are color coded by type match. If the ICAO matches a point on your itinerary, it will show as purple. If an ICAO matches a proximity airfield of a point on your itinerary, it will show as gray. If it does not match a point on your itinerary, it will show as white. The best match is a request where both ICAOs are purple.

Requirement. You wish to run the Opportune Requests function in JALIS to see if there are any additional requests in the system that might be added to your mission to make it more effective.

FLIGHT PLANNING - OPPORTUNE REQUESTS			
Step	Activity	Anticipated Result	Comment
1 of 10	From the Prototype Lifts screen, Click on the Unsatisfied Requests tab.	Unsatisfied Requests block (Fig. 7-23) redisplay.	Note the times are now defined by the origination and termination of the mission as defined on the Flight Itinerary screen.
<p>Note. While the Opportune Requests function is the easiest and best method to let JALIS find other lifts that match your mission, there is another method. The Solutions for Unsatisfied Requests Report can provide you with possible solutions. It will find airlift requests that coincide at, or near, anywhere the mission touches the ground. You can then match the requests to the missions, satisfying more requests. This report is covered in Appendix L to this Training Manual. JOSAAMS which you saw in Lesson 5, can also help with this task.</p>			

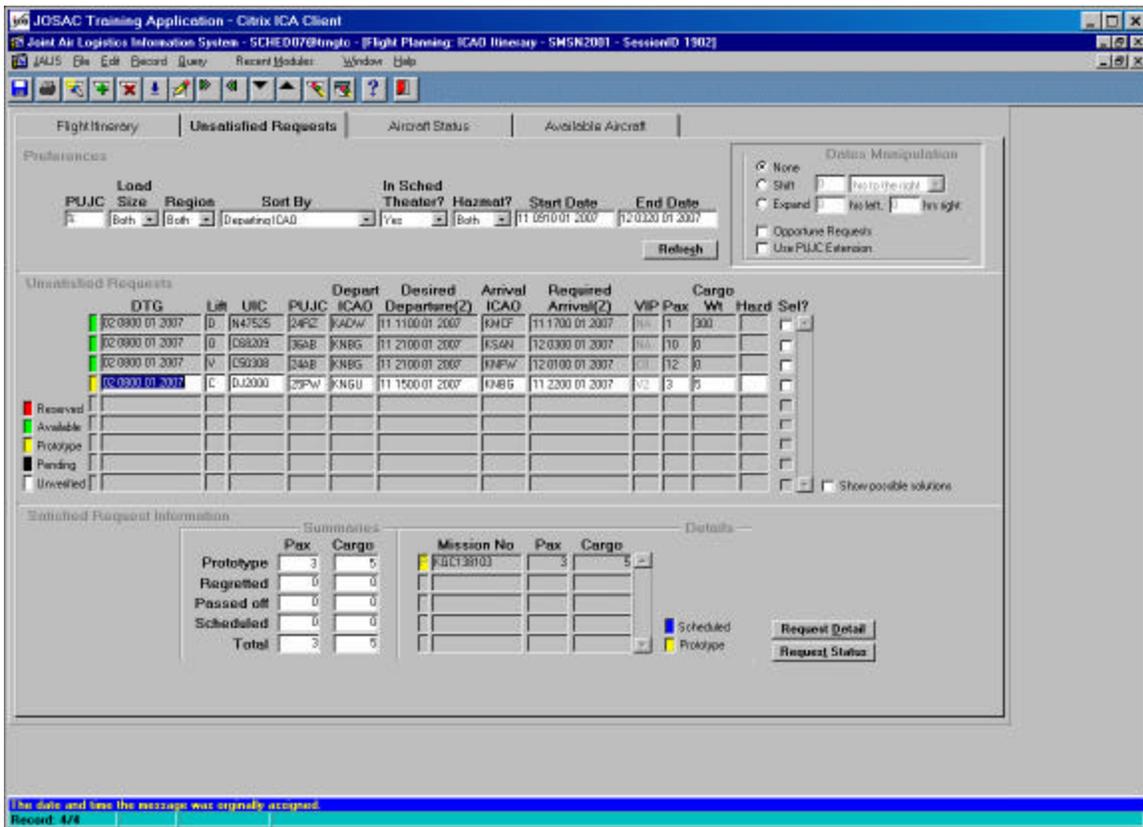


Figure 7-23. Unsatisfied Requests Screen After Flight Itinerary is Entered

FLIGHT PLANNING - OPPORTUNE REQUESTS			
Step	Activity	Anticipated Result	Comment
2 of 10	Click in the Opportune Requests checkbox.	Opportune Requests checkbox is checked.	
3 of 10	Click on the Refresh button.	Legend displays on the right side of the screen.	You may or may not get any results, depending on what requests are in the system.
<p>Note. If you did not find any requests, it may be because your window is too small. Remember it is now defined by the origination and termination times on the Flight Itinerary. You can easily expand or shift the window by using the Shift or Expand options in the Dates Manipulation block.</p>			
4 of 10	Since we have such a small window based on the mission, you will expand the window. Click on the Expand radio button.	Expand radio button highlights and cursor moves to the hrs left field.	
5 of 10	Type "6".	6 displays.	
6 of 10	Click in the hrs right field.	Cursor moves to the hrs right field.	
7 of 10	Type "6".	6 displays.	
8 of 10	Click on the Refresh button.	Unsatisfied requests display based on the expanded window (Fig. 7-24).	

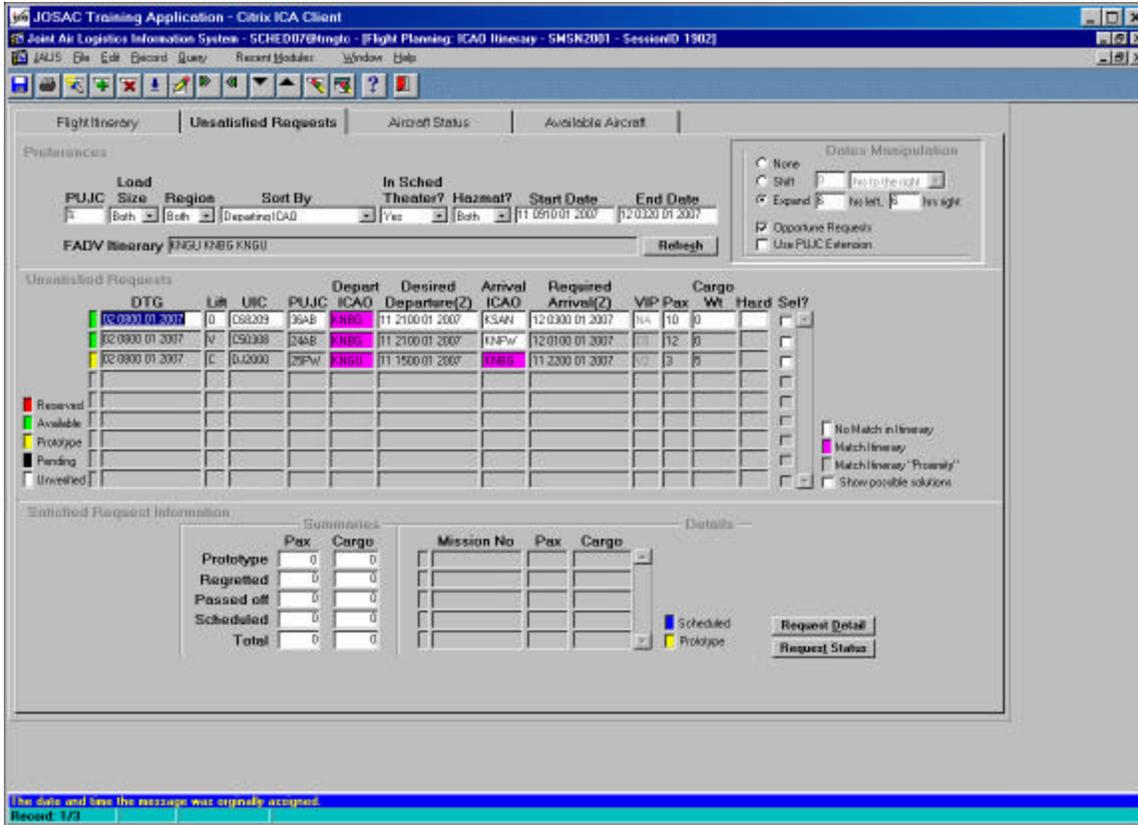


Figure 7-24. Unsatisfied Requests Based on Expanded Window

Requirement. You discovered from the Opportune Requests that there are two new requests that may fit your mission, one to move 12 PAX from New Orleans to Fort Worth NAS with PUJC 24AB and one to move 10 PAX from New Orleans to San Diego International with PUJC 36AB. Mission KGC17XXXX can support one of the two by adding one leg to the flight. You elect to only support the request for the 12 PAX from New Orleans to Fort Worth because it has a higher priority. Also, you cannot support the legs to both Fort Worth and San Diego and return to Norfolk in a crew day.

FLIGHT PLANNING - OPPORTUNE REQUESTS			
Step	Activity	Anticipated Result	Comment
9 of 10	Click in the Sel? checkbox adjacent to the request you want to add to your Prototype mission.	A checkmark displays in the Sel? checkbox.	You may select more than one request if you can fit them into the mission profile. You can also view the details of the highlighted request by clicking the Request Detail button.
10 of 10	Click on the Flight Itinerary tab.	Flight Itinerary screen redisplay.	

Transition. Now that you have the request selected, you need to add a leg to Fort Worth NAS after New Orleans to accommodate the new lift requirement. You will still return to Norfolk NAS. The airlift request from New Orleans to Fort Worth is compatible with the mission and can be added. You can do this easily at this point because the mission is still in prototype. You must add the leg before you can apply the lift to the mission.

MODIFY ITINERARY FOR ADDITIONAL REQUEST			
Step	Activity	Anticipated Result	Comment
1 of 15	Click in the Lock for update checkbox if not already locked.	Checkmark displays.	
2 of 15	Click in the ICAO field for KNBG . Click on the Insert Record icon.	A blank record displays.	
3 of 15	Type "knfw". Press <Tab>. Press < ` >.	KNFW displays in the ICAO field. Cursor moves to Grnd Time Type field. Legs are renumbered, flight time is recalculated, and the Flight Itinerary screen (Fig. 7-25) displays with new leg.	

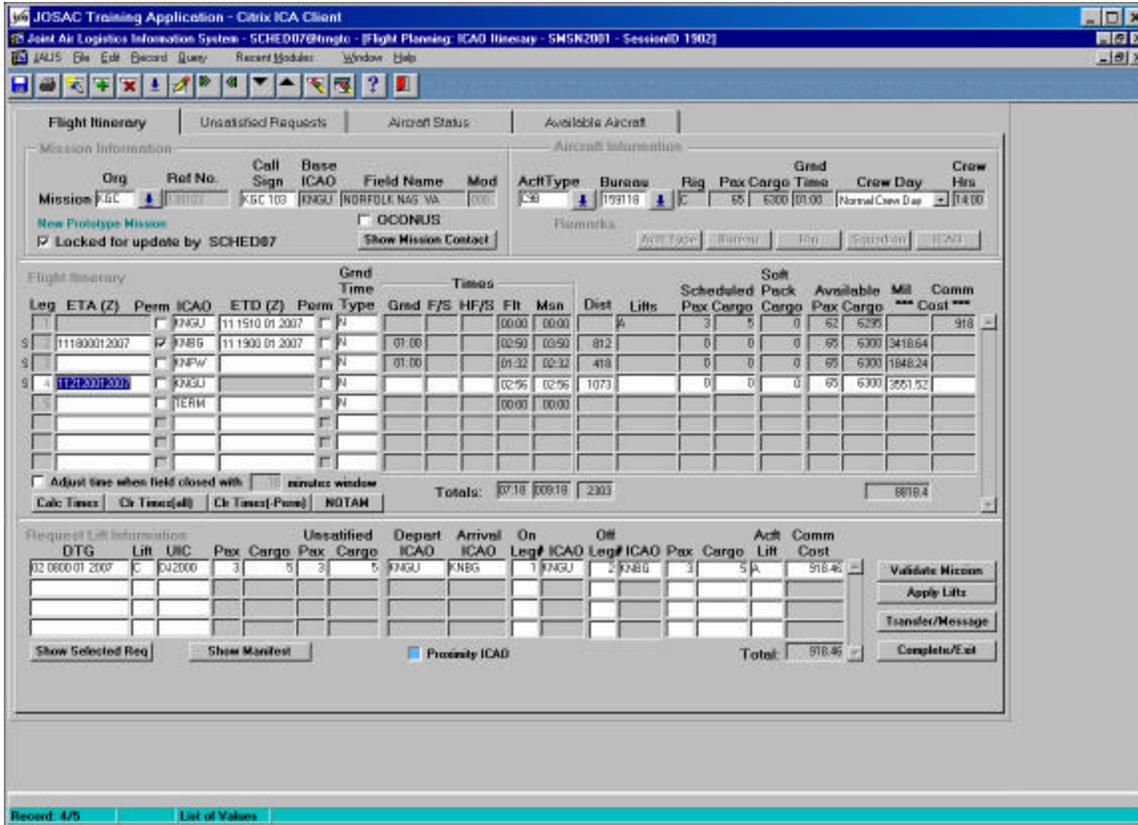


Figure 7-25. Flight Itinerary Screen with New Leg

MODIFY ITINERARY FOR ADDITIONAL REQUEST			
Step	Activity	Anticipated Result	Comment
4 of 15	Click on the Clr Times (-Perm) button.	All times are cleared except the permanent time (marked with a checkmark).	You may also Click on the Clr Times(all) button and reenter the hard time. You may also just Click on the Calc Times button to recalculate the times.
Note. To add other hard times, whether ETA or ETD, Click in the appropriate field on the leg you need, enter the time, and Click in the checkbox in the Perm field.			
5 of 15	Click on the Calc Times button.	Calculates all other times for the mission. System Log window displays. Flight Itinerary screen (Fig. 7-21) redisplay with new times.	
6 of 15	Click on the Close button.	System Log window closes.	

MODIFY ITINERARY FOR ADDITIONAL REQUEST			
Step	Activity	Anticipated Result	Comment
7 of 15	Click on the Show Selected Req button.	Selected Requests screen (Fig. 7-22) redispays.	
8 of 15	Click the request you wish to select, then Click on the Select button.	Request information displays. Cursor moves to Leg On field.	You could also Type {DTG, Lift Code, and UIC} of the request you want to add.
9 of 15	Ensure the Leg On and Leg Off are correct, then Press <Tab> (twice).	2 displays in the Leg On field, 3 displays in the Leg Off field, and the cursor moves to the Pax field.	
10 of 15	In the Pax field, Type “12” . Press <Tab> .	12 displays in the Pax field. Cursor moves to the Cargo field.	This is the number of passengers for this leg.
11 of 15	In the Cargo field, Type “0” . Press <Tab> .	0 displays in the Cargo field. Cursor moves to the Lift field.	This is the amount of cargo (in pounds) for this leg.
12 of 15	The sequential Lift code is automatically posted, this one is B. If you need to change it, you can. Press <Tab> .	B displays in the Lift field. If you delete a lift to change it, then reapply it, JALIS will assign the next sequential Lift code rather than the same one it had. This is one reason you may want to change the Lift code. Apply Lifts button highlights.	The lift letter for the leg may not correspond to the Lift Code letter in the request. The validator assigns the Lift Code letter on the request. DO NOT use a lift letter of “S.” This designates Space Available and has a special purpose on the Logistic Flight Record.
13 of 15	Click on the Apply Lifts button.	If the lift has been verified, the system will save it as a prototype lift. System Log window displays with information about the request.	If one of the passengers on this request is also on another request for the same time period you will get an information pop-up stating, “This VIP Is On Other Requests For The Same Time Period.” Click on the OK button and it will accept your lift.
14 of 15	Click on the Close button.	Flight Itinerary screen redispays with Lift B displayed in the Lifts field.	Scheduled and Available Pax and Cargo figures have been adjusted to account for the applied lift.
15 of 15	Repeat Steps 2 through 10 for additional lifts.	Information psots.	Close the Selected Requests window when you are finished.

Transition. After you have planned the flight for a selected date and put as many lifts on it as you can, you need to transfer the flight from prototype to scheduled. You should be on the Flight Itinerary screen.

Note. If you Click on the Complete/Exit button, the mission will remain in Prototype status. This may be advantageous, especially if you are working requests several days in advance of when the standard schedule must be published.

TRANSFER FROM PROTOTYPE TO SCHEDULED			
Step	Activity	Anticipated Result	Comment
1 of 2	Click on the Transfer/Message button.	Transfer/Message button changes to Validating... and System Log window displays.	Review the message on the log for fatal errors and anything else that might cause a problem.
2 of 2	Click on the Continue button.	System Log closes and Flight Advisory Message Generation screen (Fig. 7-26) displays.	Abort stops the transfer process and Close closes the System Log window, apparently doing the same thing.

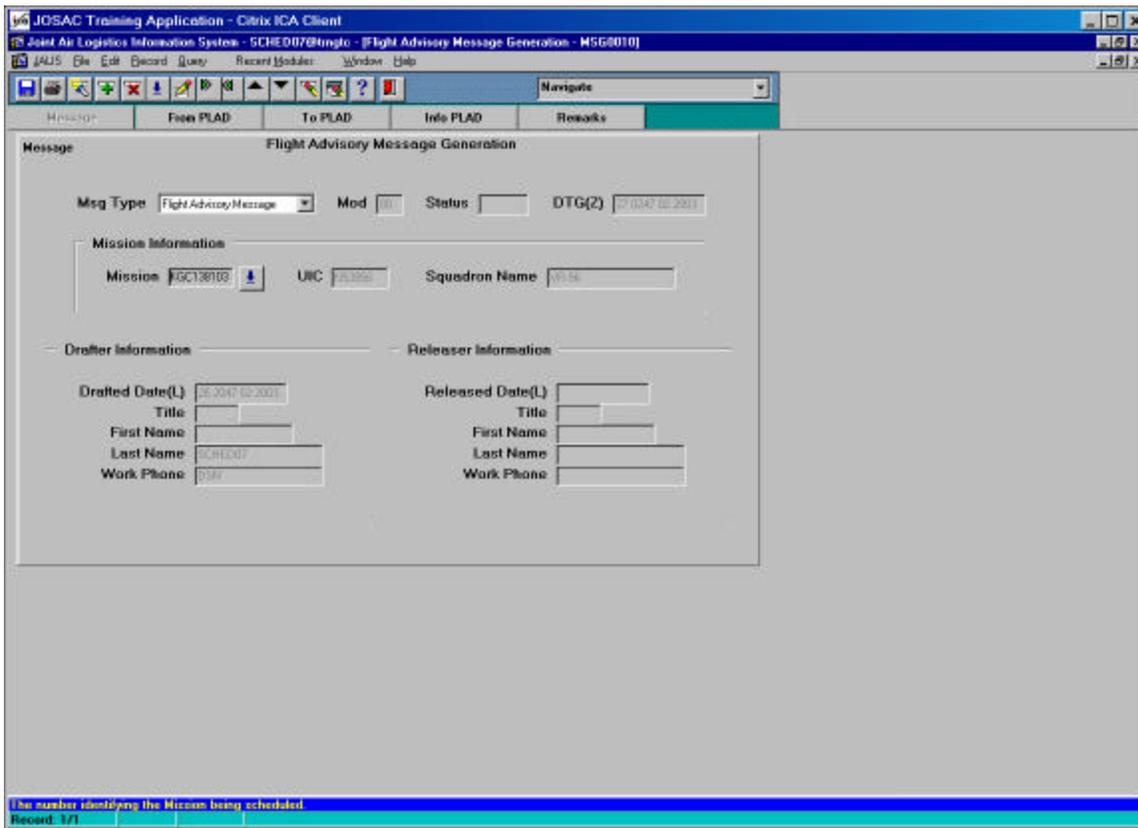


Figure 7-26. Flight Advisory Message Generation Screen

Transition. Now that you have built your itinerary and added your lifts, you can view or add pertinent remarks to the Flight Advisory Message regarding this prototype mission.

d. **Standard Remarks Maintenance.** The Standard Remarks screen allows you to view any existing remarks applicable to the mission, or to add your own remarks using the built in text editor.

FLIGHT ADVISORY MESSAGE GENERATION			
Step	Activity	Anticipated Result	Comment
1 of 5	Click on the Remarks button.	Flight Advisory Message Generation Standard Remarks screen (Fig. 7-27) displays.	
<p>Note. The Standard Remarks field displays with all the text highlighted. Be careful! If you just start typing you will replace all the message text, which is probably not what you want to do. You should first click somewhere in the text to turn off the highlight. Then you can safely edit whatever remarks you need to edit.</p>			

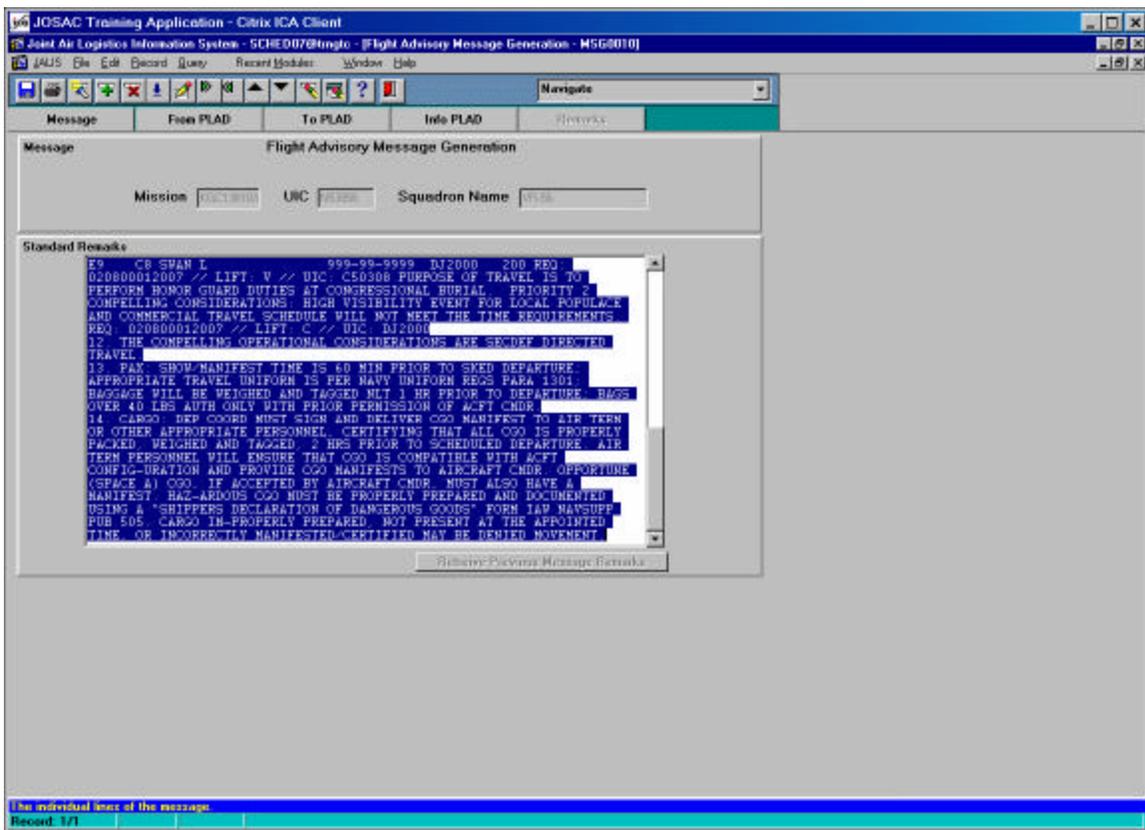


Figure 7-27. Flight Advisory Message Generation Standard Remarks Screen

FLIGHT ADVISORY MESSAGE GENERATION			
Step	Activity	Anticipated Result	Comment
2 of 5	Edit the Remarks as necessary.	Add or delete remarks IAW JOSAC policy and direction.	Note. If you delete text, be sure not to leave any blank lines, even at the end of the text. Blank lines in the remarks tend to cause JALIS to lock up.
3 of 5	Click on the Save icon.	Message Line displays, "Transaction complete: 1 record applied and saved."	
4 of 5	Click on the Exit icon.	Flight Itinerary screen redisplays.	
5 of 5	Click on the Exit icon.	Joint Air Logistics Information System Welcome Screen redisplays.	

Transition. Your mission is now scheduled, and a flight advisory has been generated. Before you release the Flight Advisory Message to the stakeholders, you can review it to ensure its accuracy. There are two ways you can accomplish this: Display Flight Advisory and Scheduled Mission Flight Card Report.

e. **Display Flight Advisory.** Display Flight Advisory allows you to review the data related to the specific flight you scheduled. You can view the unit and aircraft information, scheduled legs, the lift(s) scheduled to move on the individual legs, cargo and passenger manifests, and any remarks from the request or mission itinerary. Remember that this is display only. You cannot change any of the data on this screen.

Requirement. Review the flight advisory for the mission you just scheduled from Norfolk to New Orleans to Fort Worth to Norfolk with two lifts.

DISPLAY FLIGHT ADVISORY			
Step	Activity	Anticipated Result	Comment
Note. If not already on the JALIS Welcome screen, take the appropriate steps to navigate there.			
1 of 5	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplays.	You can also Press <Alt + J>.

DISPLAY FLIGHT ADVISORY			
Step	Activity	Anticipated Result	Comment
2 of 5	Click on the Fight Scheduling and Modifications Menu option.	Flight Scheduling and Modifications Menu cascading menu (Fig. 7-2) redispays.	You can also Press <S>.
3 of 5	Click on Display Flight Advisory .	Display Flight Advisory screen (Fig. 7-28) displays.	You cannot simply Press <D>, as there are four other options with a hot key of <D>. You can, however, Press <D> four times, and then Press <Enter>.

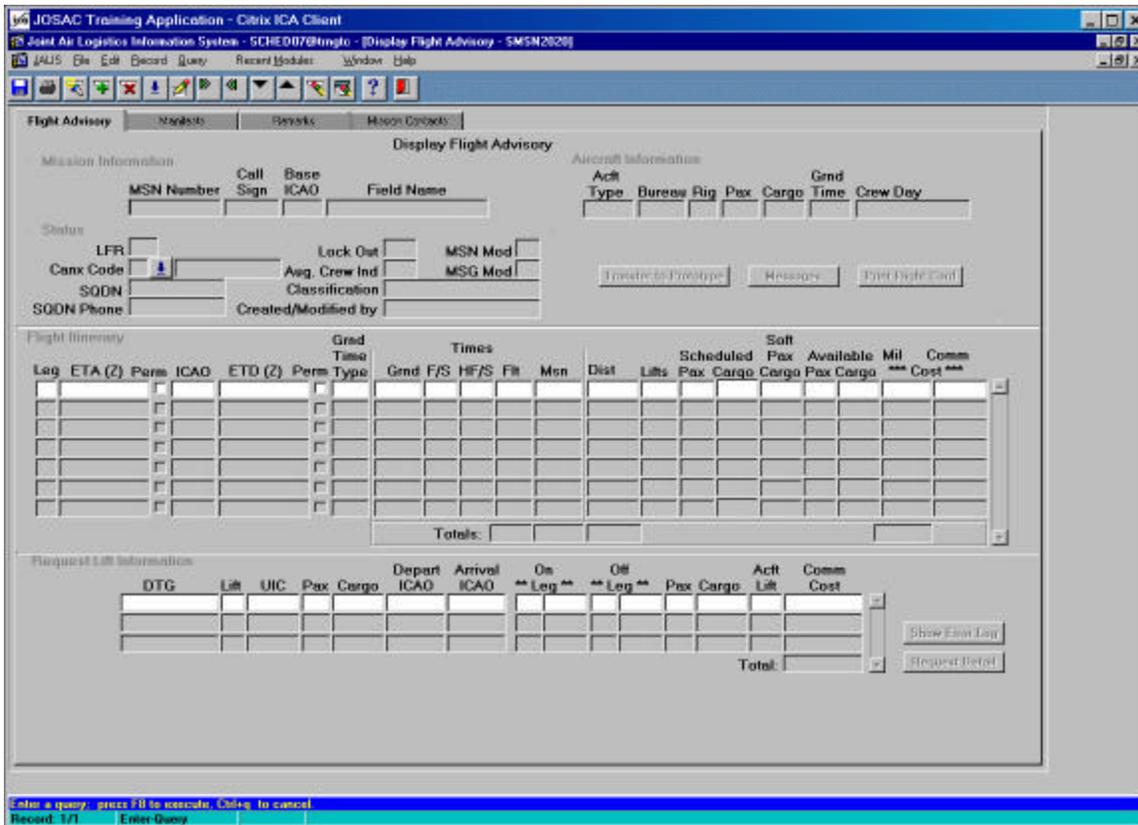


Figure 7-28. Display Flight Advisory Screen

DISPLAY FLIGHT ADVISORY			
Step	Activity	Anticipated Result	Comment
4 of 5	Right Click in the MSN Number field.	Pop-up menu displays with bookmarked mission numbers at the bottom.	You can also query the mission on the mission number or the call sign. There is a space in the middle of the call sign.
5 of 5	Click on the Mission Number.	Display Flight Advisory screen (Fig. 7-29) displays with data.	

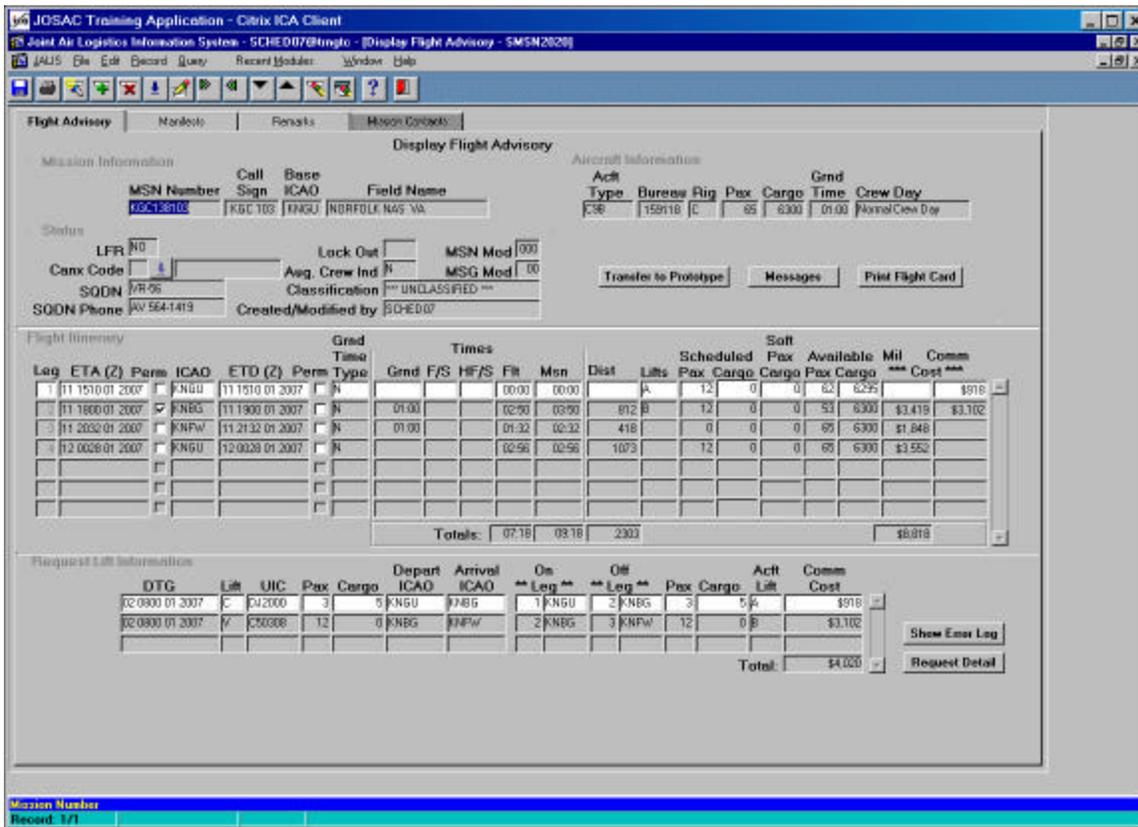


Figure 7-29. Display Flight Advisory Screen With Mission

(1) **Mission Information, Aircraft Information, and Status Blocks.** The Mission Information, Aircraft Information, and Status blocks list information pertaining to a specific mission. The Lock Out field normally defaults to blank. If there is something in this field, this indicates that a scheduler is working on the mission. The Canx Code field indicates the letter code and the definition of the code as to why the mission was canceled. It also provides the Mission Mod and Message Mod counts.

(2) **Flight Itinerary Block.** The Flight Itinerary block displays information about the legs of the mission, including flying times, scheduled and available pax and cargo.

(5) **Remarks/Remark Texts Blocks.** These blocks list the remarks related to the mission. The Levels indicate the severity of the remark. “1” stands for a fatal error, “2” stands for a warning, “3” stands for information, and “4” stands for an exception. To view the text for each remark, you must first select the remark in the Remarks block and the text will display in the Remark Texts block. You must move the cursor to the Remark Texts block to scroll through the text if it exceeds the size of the display field.

NAVIGATE THROUGH DISPLAY FLIGHT ADVISORY			
Step	Activity	Anticipated Result	Comment
2 of 5	Click on the Remarks tab.	Remarks and Remark Texts blocks (Fig. 7-31) display listing any remarks.	

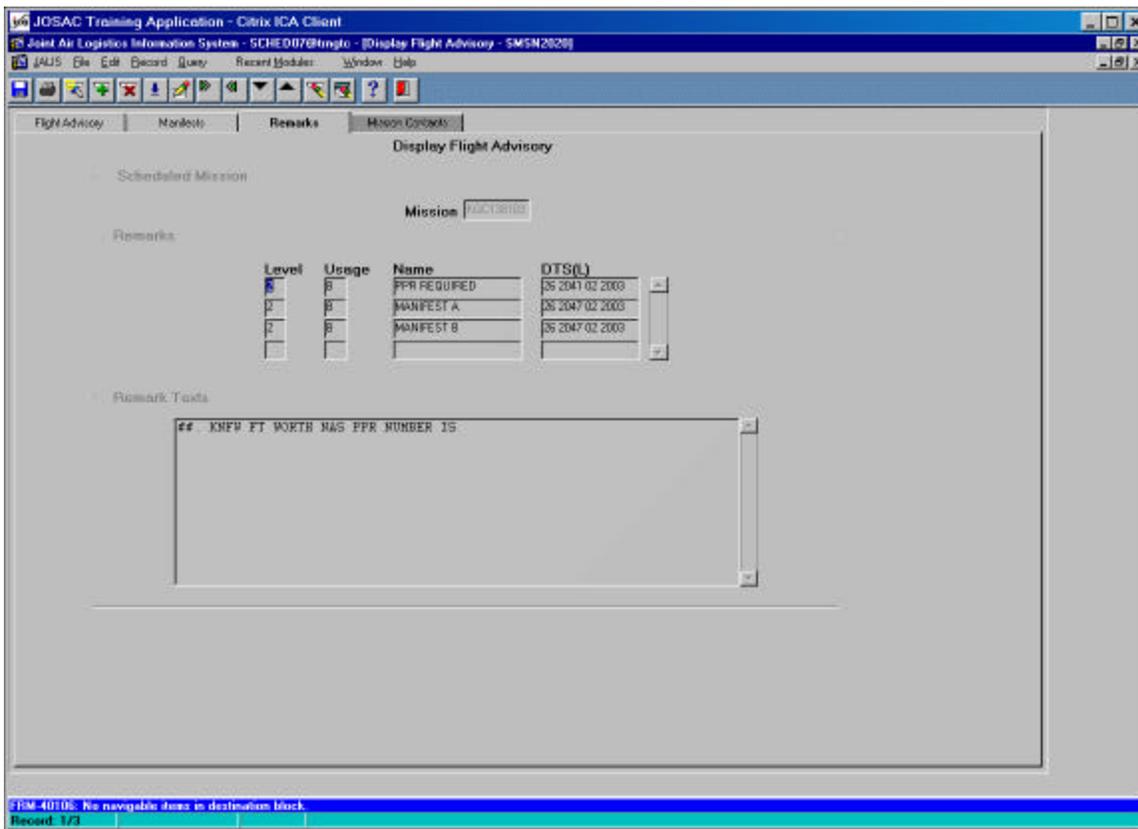


Figure 7-31. Remarks/Remark Texts Blocks

(6) **Flight Advisory Message Generation Screen.** The Flight Advisory Message Generation screen displays information about the message and remarks that are associated with the ICAOs and NOTAMS from the JALIS reference files that impact mission routings. User added remarks are also listed in this section.

NAVIGATE THROUGH DISPLAY FLIGHT ADVISORY			
Step	Activity	Anticipated Result	Comment
3 of 5	Click on the Flight Advisory tab.	Display Flight Advisory screen (Fig. 7-29) redisplays.	
4 of 5	Click on the Messages button.	Flight Advisory Message Generation screen (Fig. 7-26) redisplays.	
<p>Note. You can also Click on the List icon adjacent to the Navigate window in the upper right corner of the screen. Click on the Display Message Output menu option to display the full text of the Flight Advisory Message.</p>			

(7) **Standard Remarks.** The Standard Remarks block displays paragraph three through the end of the message. Paragraph one is the mission itinerary while paragraph two is the manifest as entered.

NAVIGATE THROUGH DISPLAY FLIGHT ADVISORY			
Step	Activity	Anticipated Result	Comment
5 of 5	Click on the Remarks navigation button.	Standard Remarks block (Fig. 7-27) redisplays.	
<p>Note. You can also Click on the List icon adjacent to the Navigate window in the upper right corner of the screen. Click on the Display Message Output menu option to display the full text of the Flight Advisory Message.</p>			

Transition. The message has been generated, but not released. That requires additional action on the part of someone who has been granted release authority. For the scheduler, it is time to print a Flight Card for review.

6. **Flight Card.** The printed Flight Card is used by JOSAC to flight follow OSA missions. All data that is included in a Flight Advisory Message (including Cost Amount and Remarks) is included in the Flight Card.

Requirement. Print the Flight Card for Mission KGC17XXXX and review it for correctness.

NAVIGATE TO SCHEDULED MISSIONS FLIGHT CARD REPORT			
Step	Activity	Anticipated Result	Comment
1 of 14	Click on the Exit icon.	Display Flight Advisory screen (Fig. 7-29) redispays.	
2 of 14	Click on the Print Flight Card button.	Scheduled Mission Flight Card Report pop-up (Fig. 7-32) displays.	Note. You could also run this report from the JALIS menu if you go back to the JALIS Welcome screen.

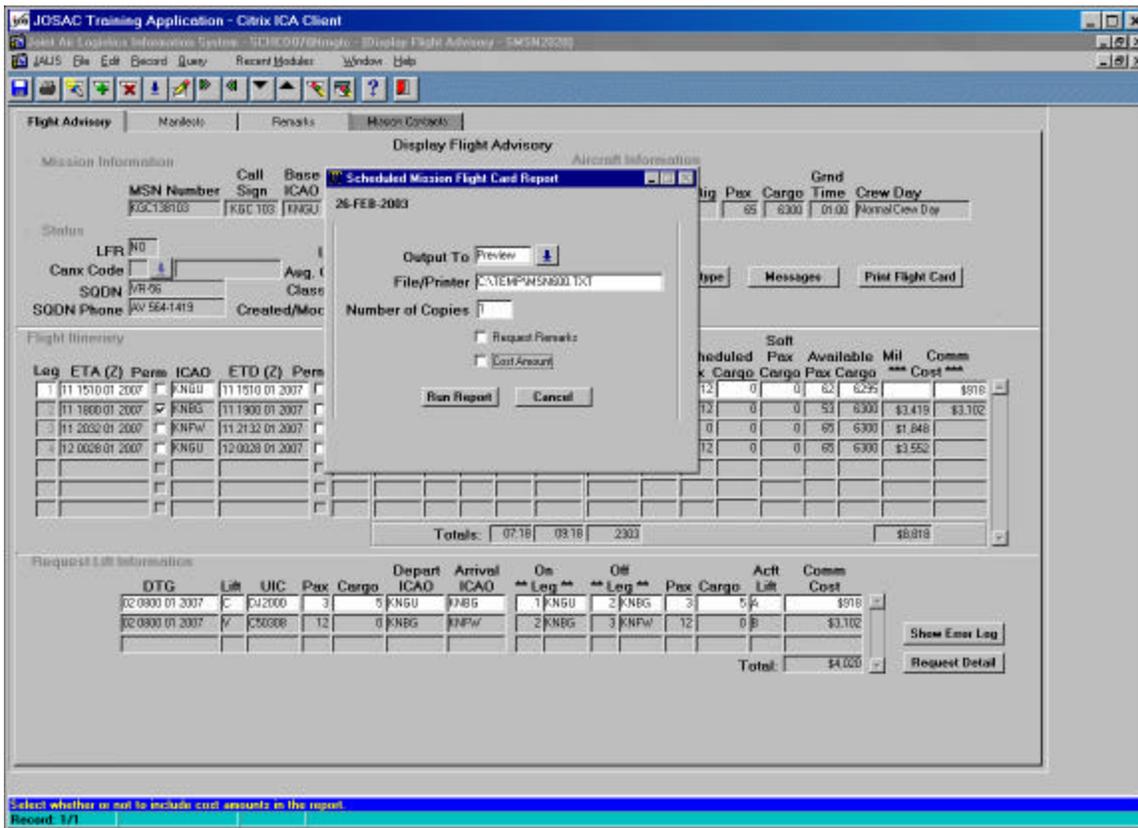


Figure 7-32. Scheduled Mission Flight Card Report Pop-up

NAVIGATE TO SCHEDULED MISSIONS FLIGHT CARD REPORT			
Step	Activity	Anticipated Result	Comment
3 of 14	Click in the checkbox for Request Remarks.	Checkmark displays in the checkbox.	Request Remarks and Cost Amount are both optional on this report.
4 of 14	Click on the Run Report button.	Scheduled Mission Flight Card (Header Page) screen (Fig. 7-33) displays.	

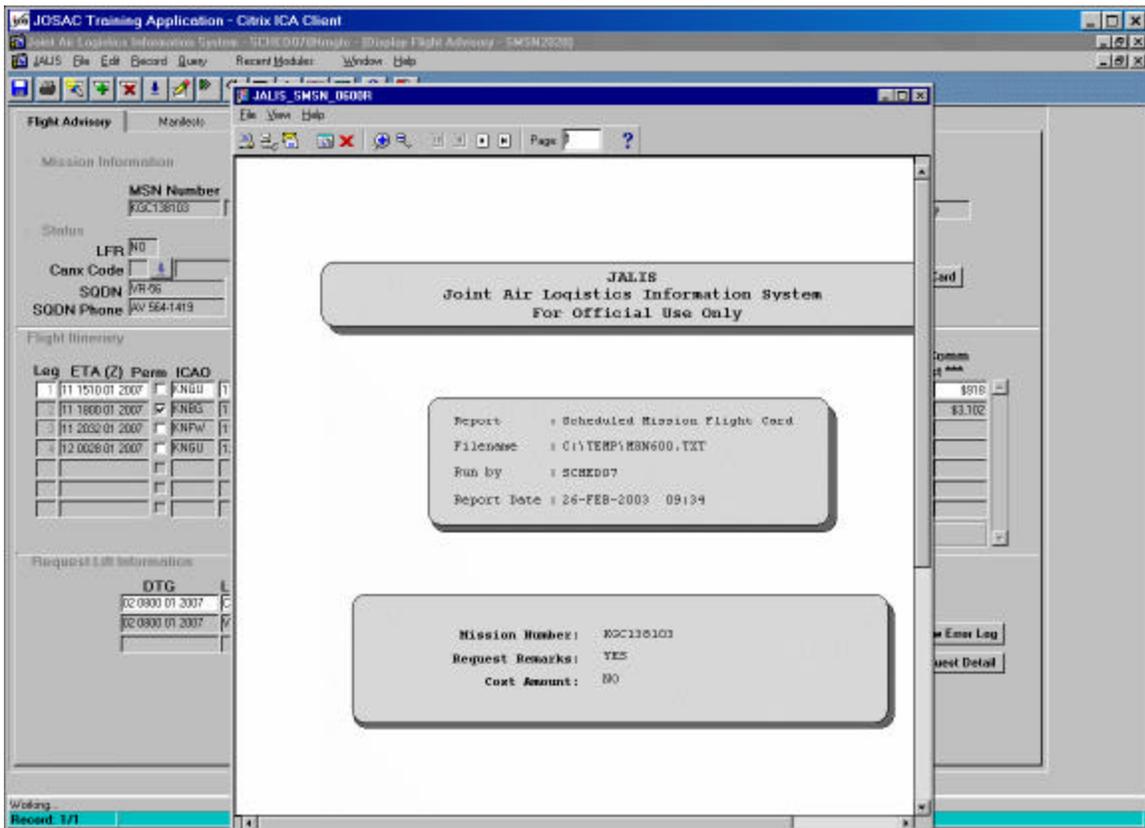


Figure 7-33. Scheduled Mission Flight Card (Header Page) Screen

NAVIGATE TO SCHEDULED MISSIONS FLIGHT CARD REPORT			
Step	Activity	Anticipated Result	Comment
5 of 14	Click on the Next Page icon.	The first page of the report displays.	
6 of 14	Click on the Last Page icon.	Page number of last page of the report displays in the box to the right of the Page: button.	It should be page 4.
7 of 14	Click on the Print icon.	Print dialog box opens.	
8 of 14	Click on the Pages toggle button in the Print Range block.	Cursor moves to the From: field with 1 highlighted.	
9 of 14	Type "2".	2 posts in the From: field.	Use page 2 so you do not print the header page.
10 of 14	Press <Tab>.	Cursor moves to the To: field.	
11 of 14	Type "3".	3 posts in the To: field.	Use one less than the last page so you do not print the trailer page.
12 of 14	Click on the OK button.	Flight Card Report prints to the default printer.	
13 of 14	Click on the Close Previewer icon.	Display Flight Advisory screen (Fig. 7-29) redisplay.	
14 of 14	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplay.	

Transition. Now that everyone has reviewed and approved the mission, it is time to release the Flight Advisory Message. Remember, only selected personnel have release authority. Therefore, JALIS provides a separate module to release an outgoing message.

7. Release Outgoing Messages. The Release Outgoing Messages module allows you to release one or all messages for missions that have not yet been released. An X in the release field will cause the message(s) to be released when you save the change.

Requirement. Release the message for mission KGC17XXXX.

NAVIGATE TO RELEASE OUTGOING MESSAGES			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplay.	You can also Press <Alt + J>.
2 of 3	Click on the Messaging Menu option.	Messaging Menu cascading menu (Fig. 7-34) displays.	You can also Press <M>.

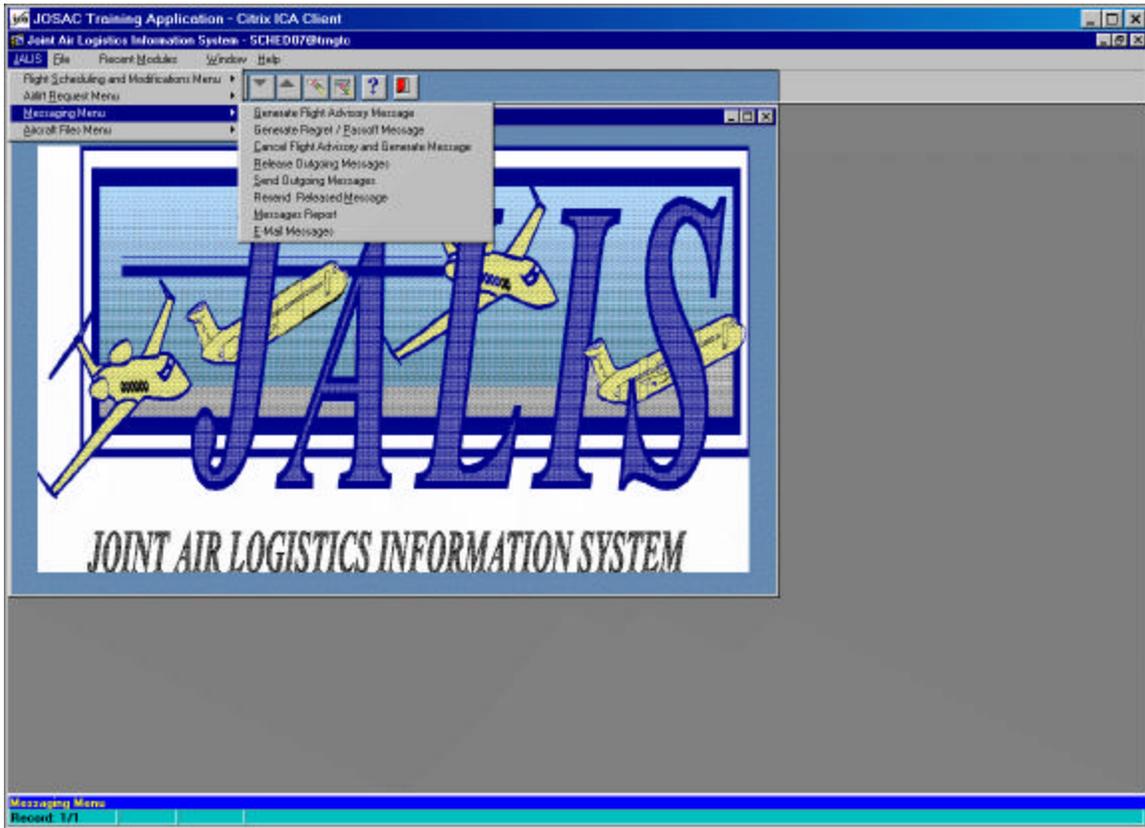


Figure 7-34. Messaging Menu Cascading Menu

NAVIGATE TO RELEASE OUTGOING MESSAGES			
Step	Activity	Anticipated Result	Comment
3 of 3	Click on Release Outgoing Messages .	Release Outgoing Messages screen (Fig. 7-35) displays in the Query mode.	You can also Press <R>.

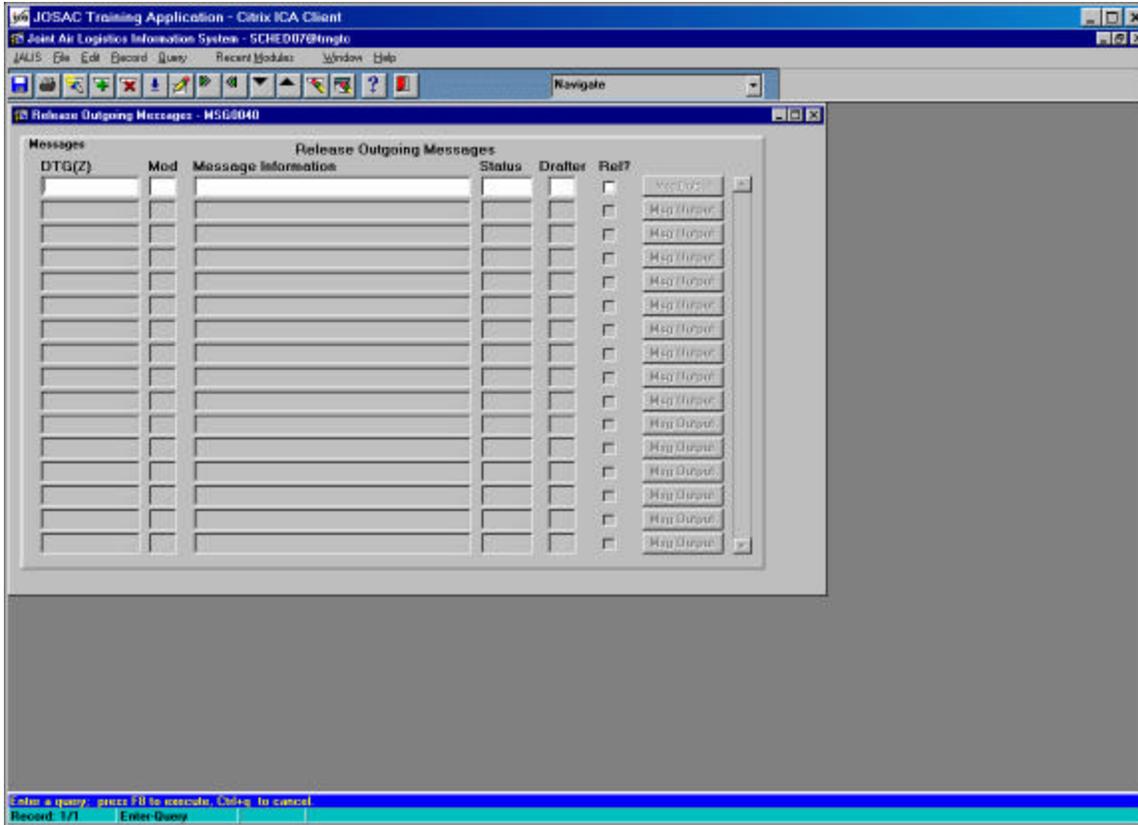


Figure 7-35. Release Outgoing Messages Screen

Note. Ensure you select ONLY YOUR message for release. ALL SELECTED MESSAGES will be released.

RELEASE OUTGOING MESSAGES			
Step	Activity	Anticipated Result	Comment
1 of 5	Click on the Query icon.	Release Outgoing Messages screen (Fig. 7-35) redisplay with data.	This brings back all messages ready to be released. You can also Press <F8>.
<p>Note. You may want to review the message text before you release it. To do so, Click on the Msg Output button. The Display Message Output screen displays. You cannot change the message here. To change the message you must return to Flight Advisory Message Generation. You get there by exiting from the Display Message Output screen and using the Flight Advisory Message selection in the Navigate window.</p>			
2 of 5	Click in the Rel? checkbox.	A checkmark displays in the Rel? checkbox.	
3 of 5	Repeat Step 2 until all messages you want to release are selected.	A checkmark displays for each message selected.	

RELEASE OUTGOING MESSAGES			
Step	Activity	Anticipated Result	Comment
4 of 5	Click on the Save icon.	Message Line states: "Transaction Complete - # records applied and saved."	Message is released.
5 of 5	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplays.	

8. **Send Message.** Releasing the message does not, in fact, send it to the stakeholders. There is no hard copy message that is transmitted through the messaging system. Send is simply a status change, although an important one, within JALIS. JALIS requires an additional step to send the message.

NAVIGATE TO SEND MESSAGES			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplays.	You can also Press <Alt + J>.
2 of 3	Click on the Messaging Menu option.	Messaging Menu cascading menu (Fig. 7-34) redisplays.	You can also Press <M>.
3 of 3	Click on Send Outgoing Messages .	Send Outgoing Messages screen (Fig. 7-36) displays.	You can also Press <S>.

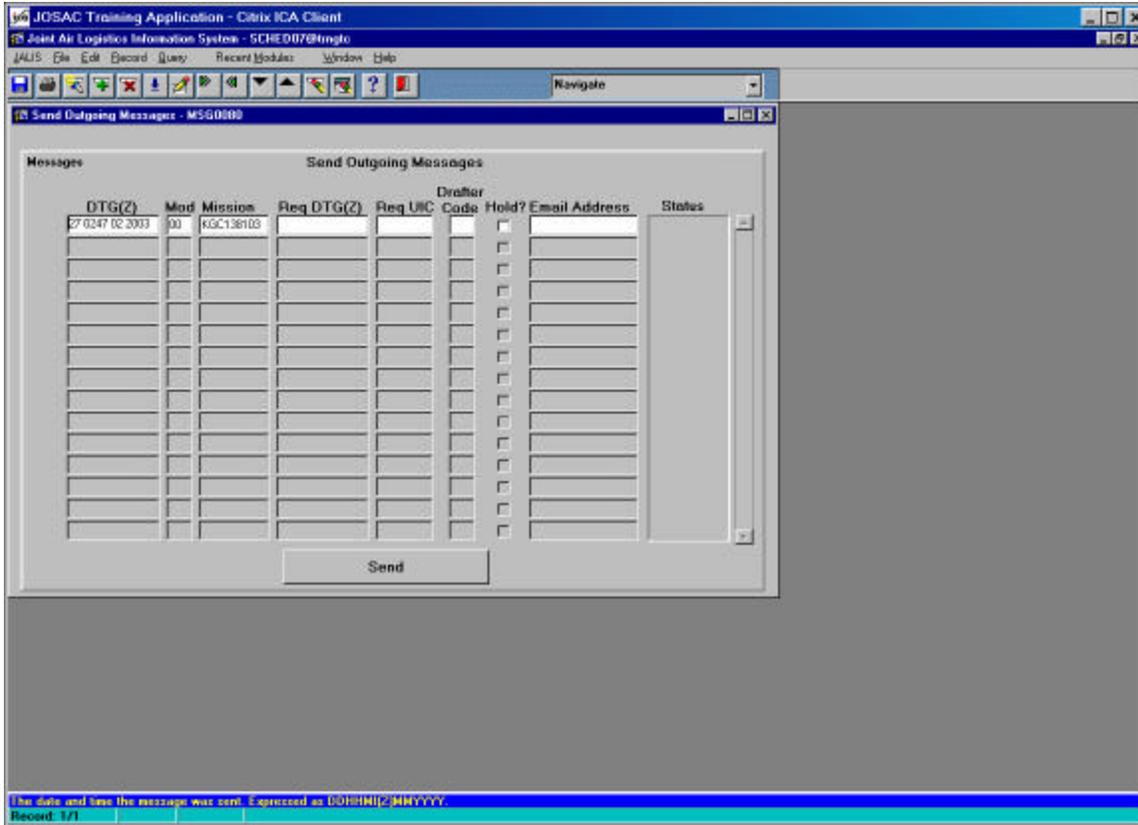


Figure 7-36. Send Outgoing Messages Screen

SEND OUTGOING MESSAGES			
Step	Activity	Anticipated Result	Comment
1 of 5	Click on the Query icon (twice).	Send Outgoing Messages screen (Fig. 7-36) redisplay with data.	
2 of 5	If desired, in the Email Address field, Type {Email Address} of the person to whom you want the message sent.	Email address displays in the Email Address field.	Sending the email is optional, however, the message must still be sent within JALIS.
Note. To send to more than one Email Address, add the additional addresses (separated by a comma).			

SEND OUTGOING MESSAGES			
Step	Activity	Anticipated Result	Comment
3 of 5	If necessary, Click in the Hold? checkbox of any messages you DO NOT want to send.	A checkmark displays.	This module operates differently from the Release Outgoing Messages module. There you selected the messages to release. Here you select the ones you do NOT want to send.
4 of 5	Click on the Send button.	Send Outgoing Messages screen (Fig. 7-36) redisplay with the following: Status field displays a status MSG number (e.g., MSG2941.nou).	If you Double Click on the MSG number in the Status field, JALIS will display the message in a Notepad window. From there you can save the message to your hard drive or print it.
5 of 5	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplay.	
<p>Note. To check if the message has been sent, go back to the Release Outgoing Messages module. The message you sent should not be listed there. If sent and you need to modify the message, you must now use the message modification procedures.</p>			

Transition. You will now get a chance to practice what you have been learning for the past few hours. You are going to build the mission for another of the requests you created in Lesson 3. You will do this on your own as a Practical Exercise. You will do it a step or two at a time because there is one other important feature of JALIS you need to learn about in this process. This request has cargo on it and you will be using a C-21 with no cargo capacity. You will see how JALIS lets you handle that situation.

Requirement. You have an Airlift Request to move 1 passenger and 300 pounds of electronic spare parts (cargo code F4) from Andrews AFB MD to MacDill AFB FL on {xx} January 2007. You need an aircraft capable of supporting this mission. Andrews AFB (KADW) has C-21s (Org code = EAA). Determine if any of these co-located assets are available to support the request. If necessary review the requirement from the Lesson 3 Practical Exercise.

PRACTICAL EXERCISE - OBJECTIVE 7-2		
Step	Problem	Solution
7.2.1	From the requirement above, use the Aircraft Status Display or Available Aircraft modules to determine aircraft availability.	

Requirement. Build an itinerary from Andrews AFB (KADW) to MacDill AFB (KMCF) and back to Andrews AFB, where the mission will terminate. Use a C-21 (Org code = EAA). The C-21 nearly always flies with a rig code of A. Be sure to select A as the rig code.

PRACTICAL EXERCISE - OBJECTIVE 7-2		
Step	Problem	Solution
7.2.2	From the requirement above, use the Flight Itinerary block to build an itinerary.	

Requirement. Enter the Itinerary Times for the request. The hard time for this request is 1200 EST (local time at MacDill AFB). Enter the appropriate time in the ETA field for MacDill AFB. Be sure to convert all local times to Zulu.

PRACTICAL EXERCISE - OBJECTIVE 7-2		
Step	Problem	Solution
7.2.3	From the requirement above, use the Flight Itinerary block to build itinerary times.	

Transition. Now that you have created the itinerary, you should be able to add the lifts. However, your request has 300 pounds of cargo, but your aircraft has no cargo capacity. You must create the cargo capacity for the legs on which it is needed. You do this by adding softpack cargo. Then you can add the lifts for the mission.

9. **Softpack Cargo.** Sometimes cargo is small enough that generating a large cargo capable aircraft to support the request would not be justified. In these cases, you can add cargo as softpack cargo. This option uses seat space (which would normally be used to carry passengers) to transport cargo. Keep in mind the standard planning factor per passenger is 200 pounds. Therefore, cargo up to 200 pounds will take up one seat, 201-400 will take two, etc. The cargo must also be able to physically fit into the seat of some aircraft. Other aircraft have some cargo space or maybe even some cargo capacity, but you may need more.

Requirement. Create 300 pounds of cargo capacity on the leg from KADW to KMCF.

CREATE CARGO CAPACITY WITH SOFTPACK CARGO			
Step	Activity	Anticipated Result	Comment
1 of 4	From the Flight Itinerary block, Click in the Softpack Cargo field for Leg 1.	Cursor moves to the Softpack Cargo field for Leg 1.	
2 of 4	Type "300" .	300 posts in the Softpack field for Leg 1.	
3 of 4	Press <Tab> .	Cursor moves to next line in itinerary, Softpack Cargo changes to 400, and Available Pax and Cargo change from 7 Pax and 0 Cargo to 5 Pax and 400 Cargo as shown in (Fig. 7-37).	Remember the trade was made at the rate of 200 pounds of cargo capacity for each seat. 300 pounds rounds up to 400 on the softpack. The Available Pax decreased by 2 and the Available Cargo increased to 400.

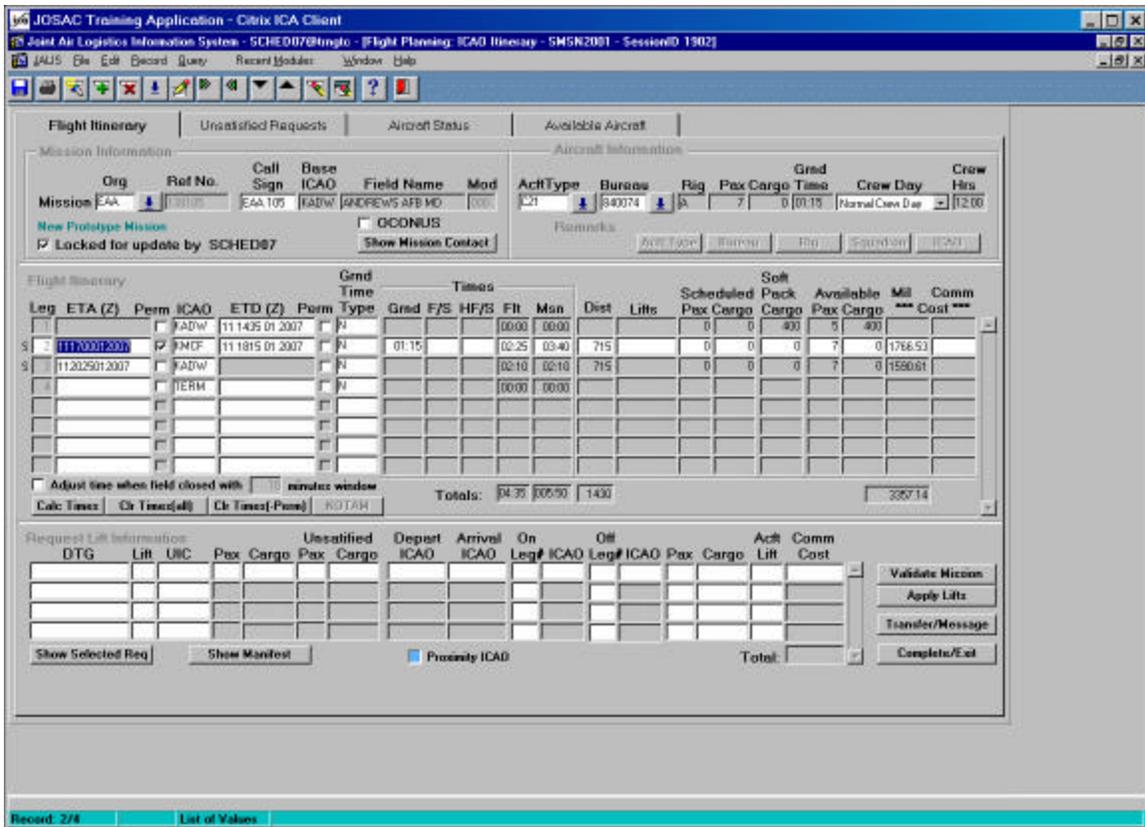


Figure 7-37. Softpack Cargo

CREATE CARGO CAPACITY WITH SOFTPACK CARGO			
Step	Activity	Anticipated Result	Comment
4 of 4	Repeat Steps 1 through 3 for additional softpack lifts if required.	Information displays.	Different amounts of softpack cargo can be applied to different legs, depending on the cargo on the requests you plan to put on the mission.

Transition. Now that you have created the required cargo capacity on Leg 1 of this mission, you can add the request to the mission.

PRACTICAL EXERCISE - OBJECTIVE 7-2		
Step	Problem	Solution
7.2.4	Add the request for 1 passenger and 300 pounds of electronic spare parts from KADW to KMCF to the prototype mission. If there is more than one request that fits the itinerary times, determine if they can also be satisfied by this mission.	
<p>Note. If you had not added the cargo capacity prior to adding the requests, JALIS would still allow you to add the request, but it would not let you transfer/message the mission. In that case, simply click in the appropriate Softpack Cargo field and enter the amount of cargo you plan to move for each leg.</p>		

Transition. You have now done all you can do to this mission at this point. However, since the mission is not flying for several days and there is still more capacity on the aircraft, you can leave this mission in prototype status.

LEAVE THE MISSION IN PROTOTYPE			
Step	Activity	Anticipated Result	Comment
Note. Changes to the mission must be made while the mission is in prototype. That is one reason you might leave a mission in prototype until it is full or it is time to publish the schedule.			
1 of 2	Click on the Complete/Exit button.	Exit prompt displays asking, "Do you want to exit Flight Planning?"	Yes exits you back to the Joint Air Logistics Information System Welcome screen. No leaves you in the Flight Itinerary screen.
2 of 2	Click on the No button.	JALIS remains in the Flight Itinerary screen with the mission on which you just worked still displayed.	

Objective Summary. Once you have decided which requests can go on which missions you can begin the systematic, building block approach to creating the mission in JALIS. Remember, JALIS is just a big database that allows you to keep all the information straight.

Transition. Now you know how to create a mission in JALIS. Next you will modify a mission.

OBJECTIVE 7-3. Given an operating JALIS system, modify a mission in JALIS.

Transition. You have done about everything you can to plan a mission. You have scheduled, manifested, reviewed, coordinated, notified all parties, and prepared for flight following. If no changes occur, your job is complete until the execution day. However, that seldom happens. Remember that if you schedule the mission to support lifts, you are responsible for every aspect of the mission. The possibility for changes always exists. If they occur, they are called modifications in JALIS. You will now do the work required to modify and cancel missions.

I. **Mission Modifications.** Scheduling flexibility is a key to JOSAC success. You must be able to respond to the needs of customers when their requirements change. JALIS has been designed to facilitate modifications in some common situations, such as when you need to change some piece of the scheduled mission information to accommodate a change to the airlift request, mission routing, aircraft status, etc.

You cannot change the information on a mission while it is still in scheduled status. You must first transfer the mission from scheduled to prototype. Then you can change any information on a prototype mission, as long as you change it in the proper order. JALIS has specific menu options to accomplish these activities.

1. **Transfer Mission from Scheduled to Prototype.** The Transfer Missions from Scheduled to Prototype screen is specifically designed to transfer the mission from the schedule to prototype status so you can modify data or add Remarks. You enter the mission number on this screen and execute a query. This mission information displays.

a. **Transfer to Prototype.** Clicking this button begins a script, which will move the mission out of the JALIS schedule into prototype status. Upon completion of the script, you will still be in the Transfer Missions from Scheduled to Prototype screen with no information displayed.

b. **Messages.** This selection takes you to the Flight Advisory Message Generation screen where you can edit the mission remarks.

c. **Print Flight Card.** Clicking the Print Flight Card button opens a Scheduled Mission Flight Card Report dialog box from which you can run the Scheduled Mission Flight Card Report.

Transition. As a Scheduler, you do most of your work in the Flight Itinerary screen. JALIS provides a method by which you can transfer a mission from scheduled to prototype directly from the Flight Itinerary screen, which just happens to be where you are now. You will now use that method to replace a passenger on a scheduled mission.

Requirement. You were just notified that Ms. West has become ill and cannot make the trip to New Orleans. You must modify the mission you built earlier and replace her with 1Lt Michael Zerbonia.

TRANSFER MISSION FROM SCHEDULED TO PROTOTYPE			
Step	Activity	Anticipated Result	Comment
Note. You first need to remove the Lift from the scheduled mission before you can change the passengers.			
1 of 15	From the Flight Itinerary block, Right Click in the Mission field.	Right Click pull-down menu (Fig. 7-38) displays.	You can also Right Click in any of the fields in Mission Information or Aircraft Information blocks.

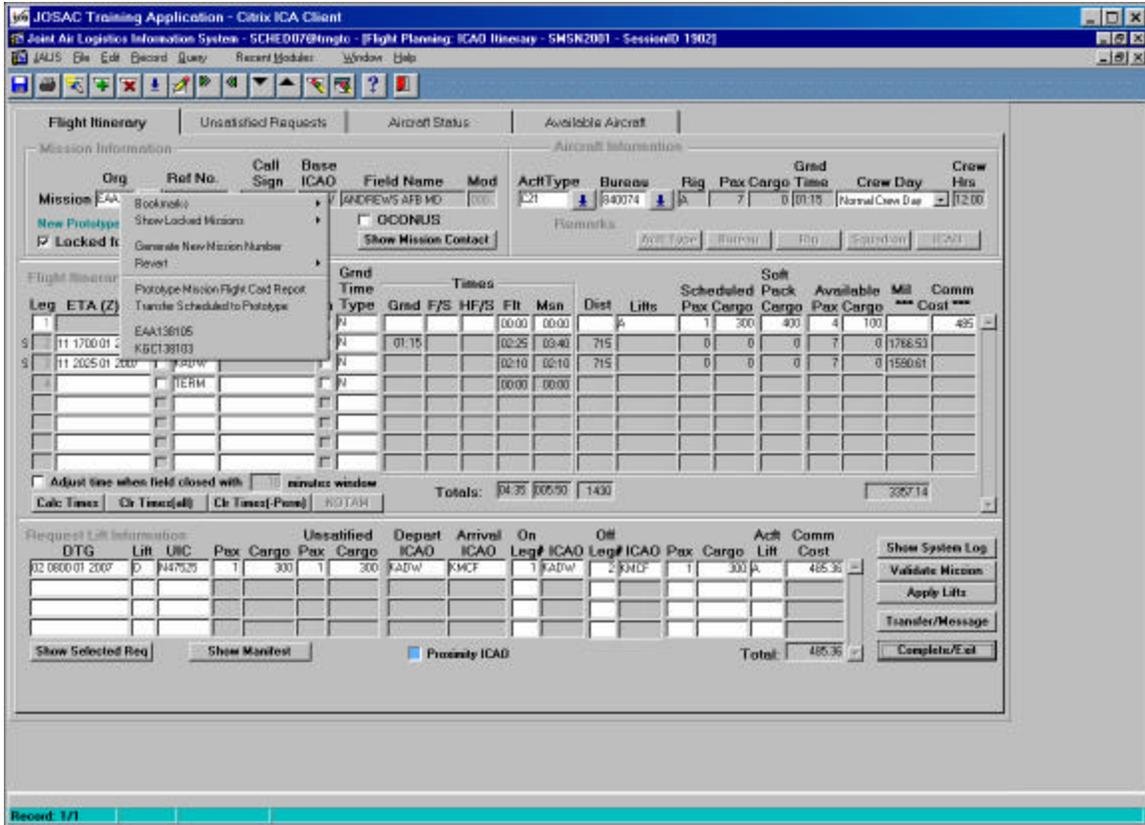


Figure 7-38. Right Click Pull-down Menu

TRANSFER MISSION FROM SCHEDULED TO PROTOTYPE			
Step	Activity	Anticipated Result	Comment
<p>Note. You could also accomplish this task by going to the Transfer Scheduled Mission to Prototype module to transfer the mission. You would then have to close that module and open the Flight Planning module to retrieve the mission. Either way will work but this way is a little easier. JALIS also provides the capability to transfer the mission to prototype from the Display Flight Advisory screen.</p>			
2 of 15	<p>Click on the Transfer Scheduled to Prototype option.</p>	<p>Transfer Scheduled Mission to Prototype window (Fig. 7-39) displays.</p>	

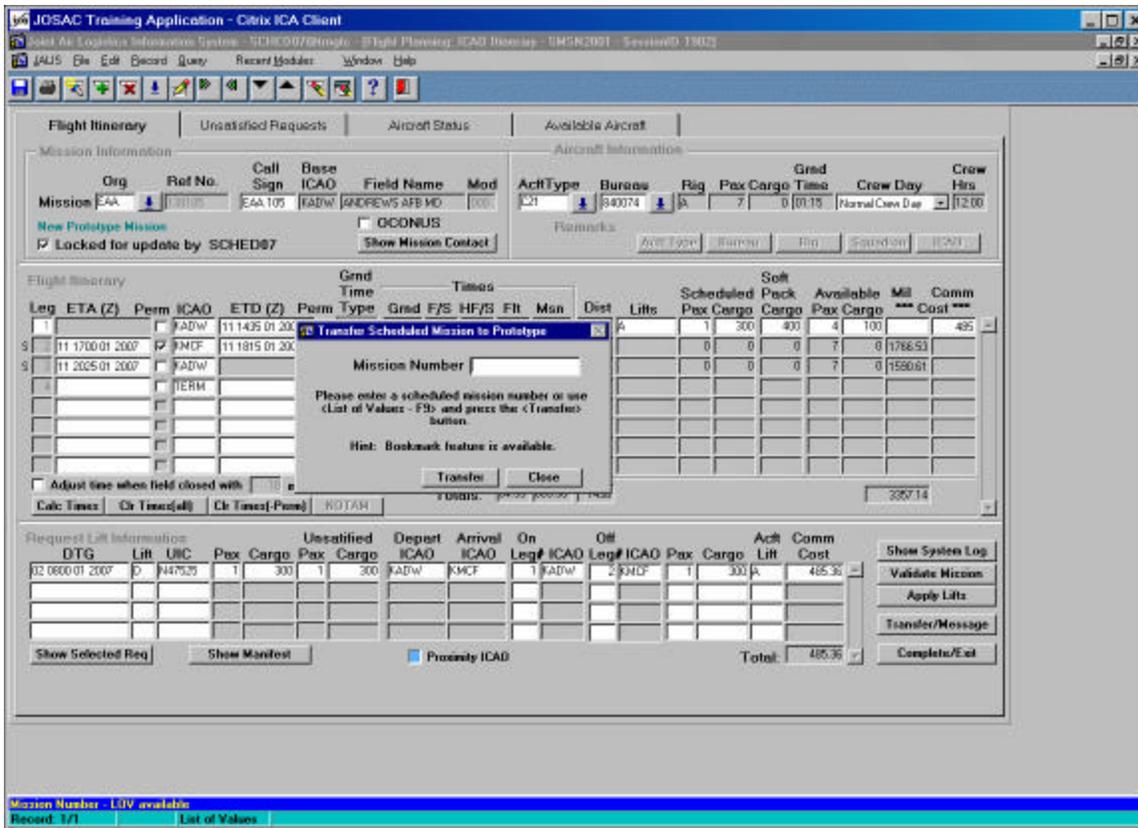


Figure 7-39. Transfer Scheduled Mission To Prototype Window

TRANSFER MISSION FROM SCHEDULED TO PROTOTYPE			
Step	Activity	Anticipated Result	Comment
3 of 15	Right Click in the Mission Number field.	Cursor displays in the Mission Number field.	
4 of 15	Click on the bookmarked mission number .	Mission number displays in the Mission Number field.	If you did not have the mission bookmarked, you could type the mission number in the field.
5 of 15	Click on the Transfer button.	Message “Mission has been successfully transferred to Pprototype.” displays.	
6 of 15	Click on the Close button.	Transfer Scheduled Mission to Prototype window closes.	
7 of 15	Right Click in the Mission field.	Right Click pull-down menu displays.	
8 of 15	Click on the Mission Number you wish to load.	Mission information displays.	

TRANSFER MISSION FROM SCHEDULED TO PROTOTYPE			
Step	Activity	Anticipated Result	Comment
9 of 15	Click in the Lock for update checkbox.	Record shows Locked for update by {userid}.	
10 of 15	Click on the lift you want to change. Click on the Delete Record icon.	Delete Confirmation pop-up displays, "Do you really want to remove this Lift?"	Delete only the lift you wish to modify.
11 of 15	Click on the Yes button.	Message Line displays, "Transaction complete: 1 record applied and saved."	
12 of 15	Click on the Transfer/Message button.	Transfer/Message button changes to Validating... and System Log window displays.	This is the important step. If you do not send the mission back to schedule, the links will sometimes not be updated correctly and will cause you problems with the mission. If you always send the mission back to schedule before you make the changes to the lift, you should not encounter any problems.
13 of 15	Click on the Continue button.	Flight Advisory Message Generation screen (Fig. 7-26) redisplay.	
14 of 15	Click on the Exit icon.	Blank Flight Itinerary screen displays.	
15 of 15	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplay.	

Transition. The request lift has now been removed from the mission, and the mission is back in the schedule without the lift. You can now modify the request. The Flight Advisory does not need to be released and sent at this point.

MODIFY REQUEST			
Step	Activity	Anticipated Result	Comment
1 of 15	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplay.	You can also Press <Alt + J>.
2 of 15	Click on the Airlift Request Menu option.	Airlift Request Menu cascading menu (Fig. 3-4) redisplay.	You can also Press <R>.

MODIFY REQUEST			
Step	Activity	Anticipated Result	Comment
3 of 15	Click on Input Airlift Request.	Input Airlift Request screen (Fig. 3-13) redisplay.	You can also Press <I>.
4 of 15	In the DTG(Z) field, Type {DTG of the request to be modified} . Click on the icon.	DTG displays in the DTG(Z) field. Input Airlift Request screen (Fig. 3-13) redisplay with data.	You can query on any one or group of data elements that are included on this request. You can also use the bookmark feature to retrieve the request if you bookmarked it.
5 of 15	Click in the Lock for update checkbox.	Record shows Locked for update by {userid}.	
6 of 15	Click on the record that displays the Last Name “West” and the First Name “Laura” .	Information highlights.	
7 of 15	Click on the Delete record icon.	Highlighted information is removed from screen.	
8 of 15	Click on the Save icon.	Message line displays: Transaction complete. 2 records applied and saved.	
9 of 15	Click on a blank record .		You can also <~> to a blank record.
10 of 15	Type “zerbonia” . Click on the Select Passenger button.	Zerbonia displays in the Last Name Field. Passenger Selections screen displays.	
11 of 15	Select the name you desire. Double Click anywhere on the desired record .	Passenger information displays in the Passengers Manifest block.	You can also press the <Enter> key or Click on the Save icon to select the passenger.
12 of 15	Click in the Travel Purpose field, and Type {the same code you used for ADM Smith} .	Travel Purpose code displays.	

MODIFY REQUEST			
Step	Activity	Anticipated Result	Comment
13 of 15	Click in the Travel Reason field, and Type {the same code you used for ADM Smith} .	Travel Reason code displays.	
14 of 15	Click on the Save icon.	Message line displays: Transaction complete. 2 records applied and saved.	
15 of 15	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplays.	

Transition. Now that the request has been updated, it is time to reapply it to the mission. To do this you need to re-accomplish the steps to transfer missions from scheduled to prototype.

MODIFY SCHEDULED MISSION (MODIFIED REQUEST)			
Step	Activity	Anticipated Result	Comment
1 of 27	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplays.	You can also Press <Alt + J>.
2 of 27	Click on the Flight Scheduling and Modifications Menu option.	Flight Scheduling and Modifications Menu cascading menu (Fig. 7-2) redisplays.	You can also Press <S>.
3 of 27	Click on Flight Planning .	Unsatisfied Requests screen (Fig. 7-13) redisplays.	You can also Press <T>.
4 of 27	Click on the Flight Itinerary tab.	Flight Itinerary screen (Fig. 7-16) redisplays.	
5 of 27	Right Click in the Mission field.	Right Click pull-down menu (Fig. 7-38) redisplays.	You can also Right Click in any of the fields in Mission Information or Aircraft Information blocks.
<p>Note. You could also accomplish this task by going to the Transfer Scheduled Mission to Prototype module to transfer the mission. You would then have to close that module and open the Flight Planning module to retrieve the mission. Either way will work but this way is a little easier. JALIS also provides the capability to transfer the mission to prototype from the Display Flight Advisory module.</p>			
6 of 27	Click on the Transfer Scheduled to Prototype option.	Transfer Scheduled Mission to Prototype window (Fig. 7-39) redisplays.	

MODIFY SCHEDULED MISSION (MODIFIED REQUEST)			
Step	Activity	Anticipated Result	Comment
7 of 27	Right Click in the Mission Number field.	Cursor displays in the Mission Number field.	
8 of 27	Click on the bookmarked mission number .	Mission number displays in the Mission Number field.	If you did not have the mission bookmarked, you could type the mission number in the field.
9 of 27	Click on the Transfer button.	Message "Mission has been successfully transferred to Pprototype." Displays.	
10 of 27	Click on the Close button.	Transfer Scheduled Mission to Prototype window closes.	
11 of 27	Right Click in the Mission field.	Right Click pull-down menu redisplays.	
12 of 27	Click on the Mission Number you wish to load.	Mission information displays.	
13 of 27	Click in the Lock for update checkbox.	Record shows Locked for update by {userid}.	
14 of 27	Click on the Show Selected Req button.	Selected Requests screen (Fig. 7-22) redisplays.	If the request does not display you can type in the DTG Lift, and UIC of the request; or you can go to the Unsatisfied Requests tab, refresh the screen, and select the request.
15 of 27	Click the request you wish to select, then Click on the Select button.	Request information displays. Cursor moves to Leg On field.	
16 of 27	Ensure the Leg On and Leg Off are correct, then Press <Tab> (twice) .	1 displays in the Leg On field, 2 displays in the Leg Off field, and the cursor moves to the Pax field.	
17 of 27	In the Pax field, Type "3" . Press <Tab> .	3 displays in the Pax field. Cursor moves to the Cargo field.	This is the number of passengers for this leg.
18 of 27	In the Cargo field, Type "5" . Press <Tab> .	5 displays in the Cargo field. Cursor moves to the Lift field.	This is the amount of cargo (in pounds) for this leg.

MODIFY SCHEDULED MISSION (MODIFIED REQUEST)			
Step	Activity	Anticipated Result	Comment
19 of 27	The sequential Lift code is automatically posted, this one is A. If you need to change it, you can. Press <Tab> .	A displays in the Lift field. Apply Lifts button highlights.	The lift letter for the leg may not correspond to the Lift Code letter in the request. The validator assigns the Lift Code letter on the request. DO NOT use a lift letter of "S." This designates Space Available and has a special purpose on the Logistic Flight Record.
20 of 27	Click on the Apply Lifts button.	If the lift has been verified, the system will save it as a prototype lift. System Log window displays with information about the request.	If one of the passengers on this request is also on another request for the same time period you will get an information pop-up stating, "This VIP Is On Other Requests For The Same Time Period." Click on the OK button and it will accept your lift.
21 of 27	Click on the Transfer/Message button.	Transfer/Message button changes to Validating... and System Log window displays.	This is the important step. If you do not send the mission back to schedule, the links will sometimes not be updated correctly and will cause you problems with the mission. If you always send the mission back to schedule before you make the changes to the lift, you should not encounter any problems.
22 of 27	Click on the Continue button.	Flight Advisory Message Generation Standard Remarks screen (Fig. 7-27) redisplay.	
23 of 27	Click in the highlighted text .	Text becomes unhighlighted.	Be careful here. If you start typing without turning off the highlight, you will delete all the text.
24 of 27	Edit the remarks as necessary.	When you modify a mission after the Flight Advisory Message has been released, a new last paragraph is created as follows: "ALCON NOTE: MOD 01 DENOTES THE FOL CHNGS:." You must complete the sentence, telling all concerned what you changed in this mod so they do not have to go searching for the change.	
Note. If you delete text, be sure not to leave any blank lines, even at the end of the text. Blank lines in the remarks tend to cause JALIS to lock up.			

MODIFY SCHEDULED MISSION (MODIFIED REQUEST)			
Step	Activity	Anticipated Result	Comment
25 of 27	Click on the Save icon.	Message Line displays, "Transaction complete: 1 record applied and saved."	
26 of 27	Click on the Exit icon.	Flight Itinerary screen (Fig. 7-16) redisplays.	
27 of 27	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplays.	

Transition. You have just completed a remove and replace passenger operation. You have this capability (not the validators) because you do not want them changing things on scheduled missions. Also, you have access to the Remarks and Mission Contacts sections for changes. Probably your biggest concern will be modifications to the flight times and itinerary, or requests that can be added to a previously scheduled mission that come in after the mission is scheduled. The only way to effect these changes is to remove the mission from the schedule in order to perform those functions that can only be changed when the mission is in prototype. To review this type of operation, you:

- Transfer the mission from scheduled to prototype.
- From the prototype mission, remove the lift to which you need to make the changes.
- Transfer the mission back into the schedule.
- Make the required changes to the request.
- Transfer the mission from scheduled to prototype again.
- Add the request back on the mission.
- Transfer the mission back to scheduled.

Note. If the change does not affect the lift (pax, cargo, etc.) you can make the changes without removing the lift, but you still have to transfer the mission from scheduled to prototype, make the changes, and send the mission back to scheduled.

Transition. Sometimes you may have to remove a lift completely rather than just modify it. This may also require you to modify the itinerary by deleting the leg required by the lift. Perform the following Practical Exercise to transfer your Norfolk to New Orleans to Fort Worth mission from scheduled to prototype.

Requirement. You got a call from the validator saying the lift for 12 passengers from New Orleans to Fort Worth is no longer required. You first need to transfer the mission from scheduled to prototype.

PRACTICAL EXERCISE - OBJECTIVE 7-3		
Step	Problem	Solution
7.3.1	Transfer the Norfolk to New Orleans to Fort Worth mission from scheduled to prototype.	

Transition. Now that the mission is in prototype you can proceed with your changes.

Requirement. You know that if you delete the lift from New Orleans to Fort Worth there is no longer any need to fly to Fort Worth because that is the only lift on the mission for that leg. Delete the lift from New Orleans to Fort Worth from your mission. Then delete the leg from New Orleans to Fort Worth from the mission.

DELETE A LIFT AND LEG FROM A MISSION			
Step	Activity	Anticipated Result	Comment
1 of 17	From the Flight Itinerary screen, Click on the lift you wish to remove.	Lift is highlighted.	If you try to delete the leg first you will get an error message telling you that is an invalid operation because there is a lift attached to that leg.
2 of 17	Click on the Delete Record icon.	Delete Confirmation pop-up "Do you really want to remove this Lift?" displays.	
3 of 17	Click on the Yes button.	Pop-up closes and lift disappears.	
4 of 17	Click on the leg you wish to delete.	Leg is highlighted.	
5 of 17	Click on the Delete Record icon.	Delete Confirmation pop-up "Do you really want to delete this leg?" displays.	
6 of 17	Click on the Yes button.	Pop-up closes and leg disappears.	
7 of 17	Click on the Clr Times (-Perm) button.	Times clear from itinerary.	
8 of 17	Click on the Calc Times button.	Times recalculate and System Log displays.	

DELETE A LIFT AND LEG FROM A MISSION			
Step	Activity	Anticipated Result	Comment
9 of 17	Click on the Close button.	System Log closes.	
Note. You may want to record your coordination for this action. If so, click on the Show Mission Contact button and enter the appropriate information in the pop-up window.			
10 of 17	Click on the Transfer/Message button.	Transfer/Message button changes to Validating... and System Log window displays.	
11 of 17	Click on the Continue button.	Flight Advisory Message Generation screen displays.	Note the mod count. You will need to ensure all changes are addressed.
12 of 17	Click on the Remarks tab.	Remarks and Remark Texts blocks (Fig. 7-31) display listing any remarks.	
13 of 17	Click in the highlighted text .	Text becomes unhighlighted.	Be careful here. If you start typing without turning off the highlight, you will delete all the text.
14 of 17	Edit the remarks as necessary.	When you modify a mission after the Flight Advisory Message has been released, a new last paragraph is created as follows: "ALCON NOTE: MOD 01 DENOTES THE FOL CHNGS:" You must complete the sentence, telling all concerned what you changed in this mod so they do not have to go searching for the change.	
Note. If you delete text, be sure not to leave any blank lines, even at the end of the text. Blank lines in the remarks tend to cause JALIS to lock up.			
15 of 17	Click on the Save icon.	Message Line displays, "Transaction complete: 1 record applied and saved."	
16 of 17	Click on the Exit icon.	Flight Itinerary screen (Fig. 7-16) redisplay.	
17 of 17	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplay.	

Note. At this point the request is Unsatisfied and not needed. Either the validator or the scheduler will have to cancel the request. Coordinate who is going to do that when the call comes in. Normally you would have the validator cancel the request.

Transition. Change hats for a few minutes. You are now a validator again and have received a call from the requester to add Air Force Colonel Mike Zerbe to the existing request for transportation from Andrews to MacDill. The point here is to see what the validator sees in this case and what effect his or her actions will have on you as a scheduler. Note the status of the request.

Requirement. Add Air Force Colonel Mike Zerbe to the existing airlift request from Andrews AFB to MacDill AFB.

Note. Always check the status of the request before you make any changes to it.

ADD PAX TO REQUEST			
Step	Activity	Anticipated Result	Comment
1 of 14	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplay.	You can also Press <Alt + J>.
2 of 14	Click on the Airlift Request Menu option.	Airlift Request Menu cascading menu (Fig. 3-4) redisplay.	You can also Press <R>.
3 of 14	Click on Input Airlift Request .	Input Airlift Request screen (Fig. 3-13) redisplay.	
4 of 14	In the DTG(Z) field, Type the DTG of the request to be modified. Click on the Query icon.	DTG displays in the DTG(Z) field. Input Airlift Request screen (Fig. 3-13) redisplay with data.	If you bookmarked the request earlier you can retrieve it using the bookmark feature.
<p>Note. The status of the request is Unsatisfied, even though it has been assigned to a mission. That mission was left in prototype status. Had the mission been transferred to scheduled, the status of the request would have shown as Scheduled. The validator has no way of knowing that anything has been done with this request, so he or she is right in modifying it.</p>			
5 of 14	Click in the Lock for update checkbox.	Record shows Locked for update by {userid}.	
6 of 14	Click in the Pax field. Type "2" .	Cursor moves to the Pax field. Pax count changes from 1 to 2.	
7 of 14	Click on the Save icon.	Message line displays: Transaction complete: 1 records applied and saved.	
8 of 14	Click in the first blank Last Name field in the Manifests block.	Cursor displays.	
9 of 14	Type "zerbe" . Click on the Select Passenger button.	ZERBE displays in the Last Name field. Passenger Selections screen displays.	
10 of 14	Select the name you desire. Click on the Save icon.	Passenger information displays in the Passengers Manifest block.	You can also double click on the name to select it.

ADD PAX TO REQUEST			
Step	Activity	Anticipated Result	Comment
11 of 14	Press <Tab> (4 times) to the Travel Purpose field. Click on the List icon.	Cursor moves to the Travel Purpose field. Select appropriate Travel Purpose Code from the pull-down list.	You may also Click directly in the Travel Purpose field.
12 of 14	Press <Tab> . Click on the List icon.	Cursor moves to the Travel Reason field. Select appropriate Travel Reason Code from the pull-down list.	You may also Click directly in the Travel Reason field.
13 of 14	Click on the Save icon.	Message line displays: Transaction complete. 2 records applied and saved.	You may get a pop-up stating, "All VIPs must be authorized." Although the Authorized By block on the Input Airlift Request screen is an optional field, JALIS does require the Name and Title fields to be filled in if you manifest a DV on the request.
14 of 14	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplay.	

Transition. Now you see how easy it is for the validator to change a request, even though it is already assigned to a prototype mission. How does this affect you as the scheduler? Do you know if a request you have already put on a mission has been changed?

Requirement. You are now ready to finalize the Andrews to MacDill mission and transfer it to scheduled status. Since you left it in prototype status, you will have to retrieve it from there.

FIND PROTOTYPE MISSION			
Step	Activity	Anticipated Result	Comment
1 of 5	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplay.	You can also Press <Alt + J>.
2 of 5	Click on the Flight Scheduling and Modifications Menu option.	Flight Scheduling and Modification Menu cascading menu (Fig. 7-2) redisplay.	You can also Press <S>.
3 of 5	Click on Find Prototype Mission .	Find Prototype Mission screen (Fig. 7-40) displays.	You can also Press <F>. You could also go to the Flight Planning module and retrieve the mission there using the bookmark feature.

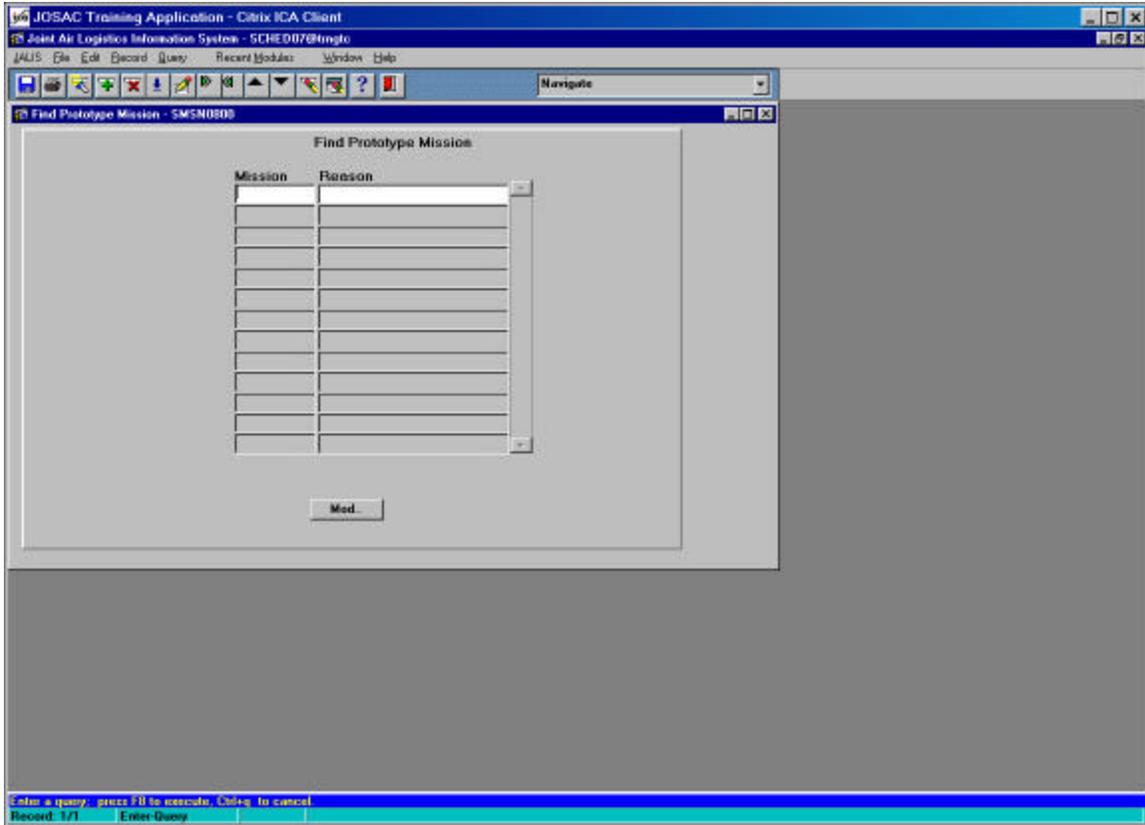


Figure 7-40. Find Prototype Mission Screen

FIND PROTOTYPE MISSION			
Step	Activity	Anticipated Result	Comment
4 of 5	In the Mission field, Type “eaa17xxxx” . Click on the Query icon.	Mission number displays in the Mission field. Find Prototype Mission screen (Fig. 7-40) redisplay with data.	You could also execute the query without a mission number and get a list of all prototype missions. Then you would select the one you want.
5 of 5	Click on the Mod.. button.	Flight Itinerary screen (Fig. 7-16) redisplay.	

Transition. Now that you have retrieved your prototype mission, you should review it before you send it to scheduled status.

REVIEW PROTOTYPE MISSION			
Step	Activity	Anticipated Result	Comment
1 of 8	Click in the Lock for update checkbox.	Record shows Locked for update by {userid}.	
2 of 8	Click on the Validate Mission button.	System Log displays with any error messages.	
<p>Note. Notice the message that says, “WARNING: There are passenger(s) on lift A need to be manifested. Please verify.” This tells you there is a discrepancy between the request and what you have manifested. This may or may not be a problem. If you have room on the aircraft or if the number of passengers or cargo decreased, you can simply change the number in the Pax or Cargo field and reapply the lift. However, if the change results in the inability to support the lift as planned, you will have to either delete the lift from the mission or call the validator and discuss the situation.</p>			
3 of 8	Click on the Close button.	System Log window closes.	
<p>Note. If you wanted to review the request, you could Click on the Unsatisfied Requests tab, then select the request you wish to review, and Click on the Request Detail button. After reviewing the request, you would exit back to Flight Planning, and Click on the Flight Itinerary tab.</p>			
4 of 8	Click in the Pax field.	Cursor displays.	
5 of 8	Change the number of pax from 1 to 2 .	Number of pax changes.	
6 of 8	Click on the Apply Lifts button.	System Log displays.	
7 of 8	Click on the Close button.	System Log closes. Flight Itinerary screen (Fig. 7-16) redisplay.	Notice that the Scheduled Pax and Available Pax numbers have changed.
8 of 8	Repeat Steps 4 through 7 to check and fix additional lifts if necessary.	Information posts.	You could Click on the Validate Mission button again to confirm the error is gone, then close the System Log window.

Transition. Now that you have applied the changes in the request to the mission, you can consider this one complete and ready to send to scheduled.

SEND PROTOTYPE MISSION TO SCHEDULE			
Step	Activity	Anticipated Result	Comment
1 of 6	Click on the Transfer/Message button.	Transfer/Message button changes to Validating... and System Log window displays.	
2 of 6	Click on the Continue button.	System Log closes, and Flight Advisory Message Generation screen (Fig. 7-26) displays.	Abort stops the transfer process and Close closes the System Log window, apparently doing the same thing.
3 of 6	Click on the Remarks tab and confirm that Col. Zerbe is on the manifest.	Col. Zerbe is on the manifest.	
4 of 6	Click on the Exit icon.	Flight Itinerary screen (Fig. 7-16) redisplay.	
5 of 6	Click on the Exit icon.	Find Prototype Mission screen (Fig. 7-40) redisplay.	
6 of 6	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplay.	

Requirement. Release and send the two messages you have generated recently (the flight advisory for the Andrews to MacDill mission and the modification to the flight advisory for the Norfolk to New Orleans to Fort Worth mission). Use the same process you used on the first flight advisory you released and sent except that here you can do both messages at the same time. Coordinate with other class members on sending the messages.

PRACTICAL EXERCISE - OBJECTIVE 7-3		
Step	Problem	Solution
7.3.2	Release and send the two messages you have generated recently (the flight advisory for the Andrews to MacDill mission and the modification to the flight advisory for the Norfolk to New Orleans to Fort Worth mission).	

Objective Summary. In a perfect world when you build the missions they would fly just like you built them. However, the operational environment is constantly changing and you must frequently make modifications to the missions you have built. Remember, you must transfer the mission out of scheduled status to prototype status to make the changes, then send it back to scheduled status.

Transition. You have now created and manifested a mission in JALIS. You sent a Flight Advisory message to task the mission. Next you will learn how to cancel a mission and send a correction message.

OBJECTIVE 7-4. Given an operating JALIS system, cancel a Flight Advisory Message and regret the requests.

Transition. You have now seen two ways to modify missions. Sometimes, when a modification is required, a specific mission may no longer be able to operate. In that case, JALIS has a module (Cancel Flight Advisory and Generate Message) to support that occurrence and assist in notifying all stakeholders.

2. **Cancel Flight Advisory and Generate Message.** Canceling support after the fact should be the hardest thing you ever do. Your charter says that a yes is a yes, not a maybe. That is why you carefully commit assets in certain percentages at certain times. However, in the flying business, planes break and requirements with higher priorities may impact lower priorities. For that hopefully rare occurrence, JALIS provides a module to facilitate the activity.

Requirement. Due to higher priority requirements, no aircraft are available to support the request from Norfolk to New Orleans. You need to cancel the mission and regret to all stakeholders.

Note. Canceling a Flight Advisory must be done individually. Otherwise the system can hang-up with an Oracle error.

Note. Only Released/Sent messages can be canceled.

CANCEL A FLIGHT ADVISORY AND GENERATE MESSAGE			
Step	Activity	Anticipated Result	Comment
1 of 32	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplay.	You can also Press <Alt + J>.
2 of 32	Click on the Messaging Menu option.	Messaging Menu cascading menu (Fig. 7-34) redisplay.	You can also Press <M>.
3 of 32	Click on Cancel Flight Advisory and Generate Message .	Cancel Flight Advisory and Generate Message screen (Fig. 7-41) displays.	You can also Press <C>.

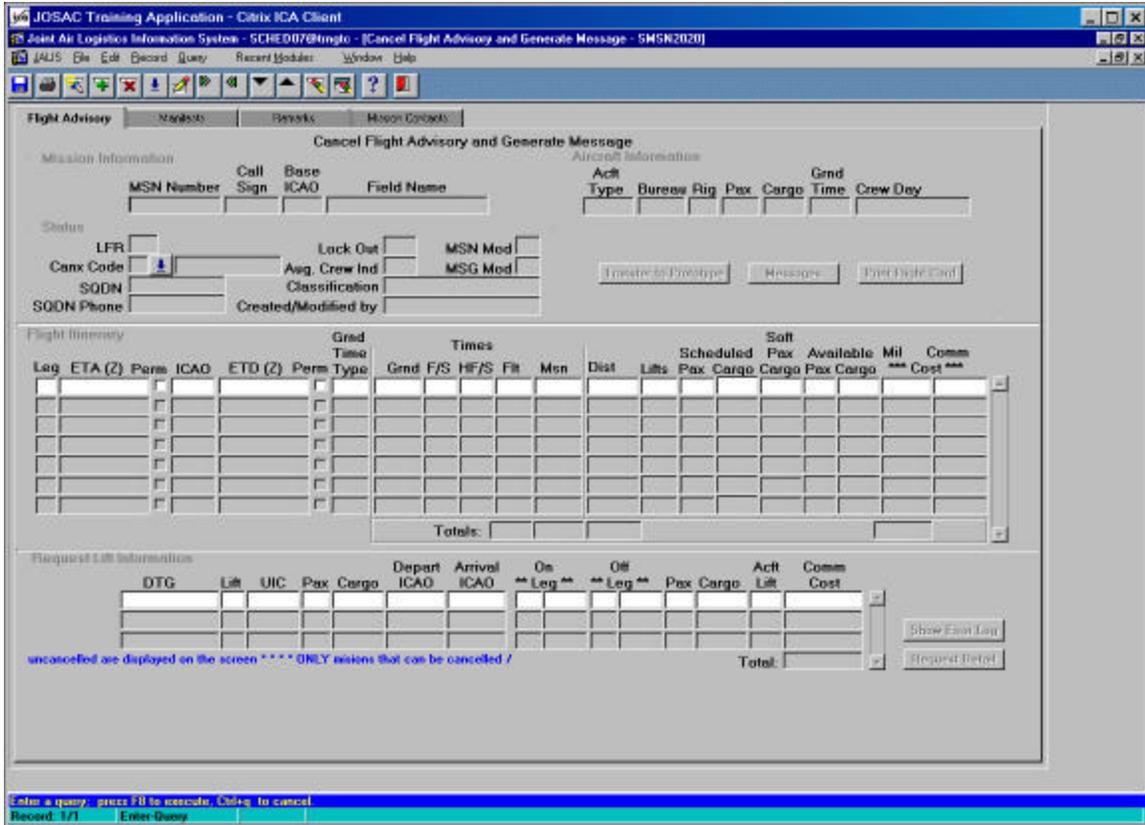


Figure 7-41. Cancel Flight Advisory and Generate Message Screen

CANCEL A FLIGHT ADVISORY AND GENERATE MESSAGE			
Step	Activity	Anticipated Result	Comment
4 of 32	In the MSN Number field, Right Click and Select the mission number from those you have bookmarked.	Mission number displays in the MSN Number field. Mission data displays.	If you did not bookmark the mission number, you could query the mission.
5 of 32	Click on the List icon adjacent to the Canx Code field. Select appropriate code .	Valid Cancellation Codes pop-up displays. Code and description display in appropriate fields.	
6 of 32	Click on the Save icon.	Pop-up displays, "Do you wish to generate a message?"	

CANCEL A FLIGHT ADVISORY AND GENERATE MESSAGE			
Step	Activity	Anticipated Result	Comment
7 of 32	Click on the Yes button.	Pop-up displays asking, "REQUESTS have been changed to UNSATISFIED. Do you wish to REGRET/PASSOFF the requests?"	Make sure you select yes. If you do not print the Flight Card Report at this point, you will NOT be able to print it later because the mission will have been cancelled.
8 of 32	Click on the Yes button.	Cancel Flight Advisory and Generate Message-Scheduled Missions screen (Fig. 7-42) displays with the data and the cursor in the Lift field.	

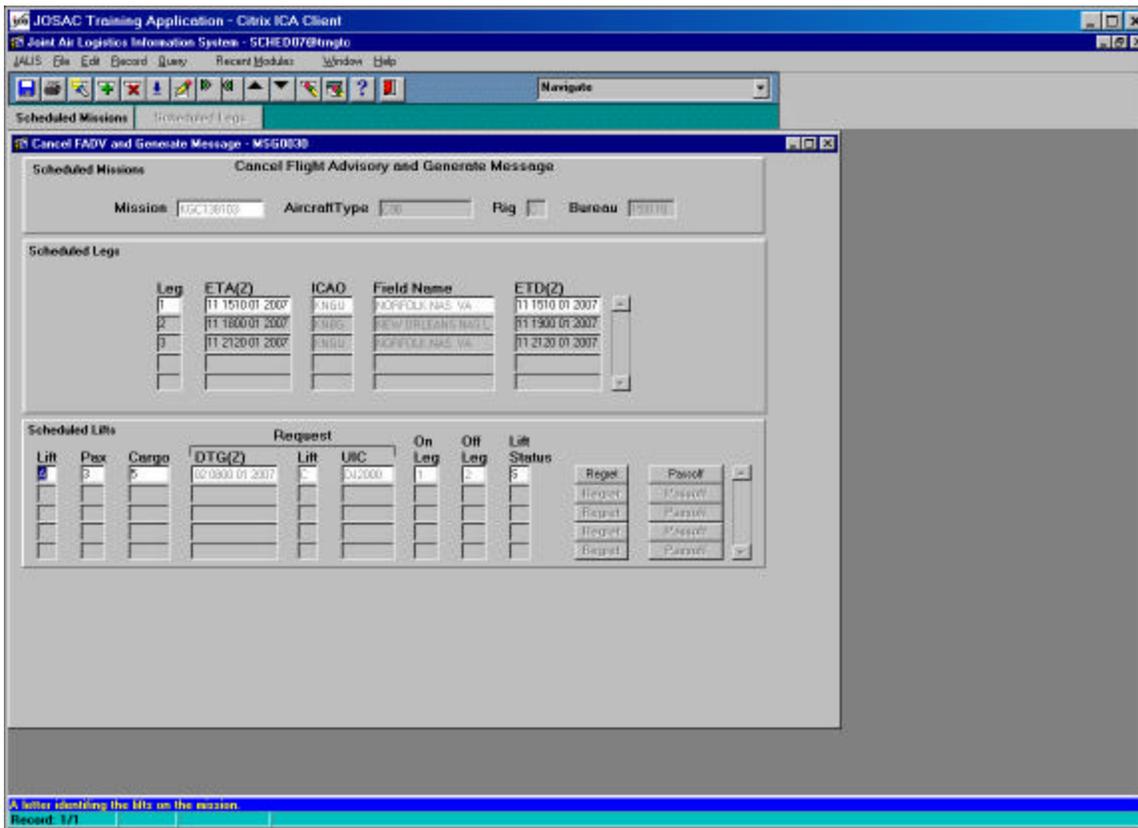


Figure 7-42. Cancel Flight Advisory and Generate Message - Scheduled Missions Screen (with data)

CANCEL A FLIGHT ADVISORY AND GENERATE MESSAGE			
Step	Activity	Anticipated Result	Comment
9 of 32	Click on the Regret button adjacent to the Lift you wish to regret.	Regret Airlift Request screen (Fig. 7-43) displays.	

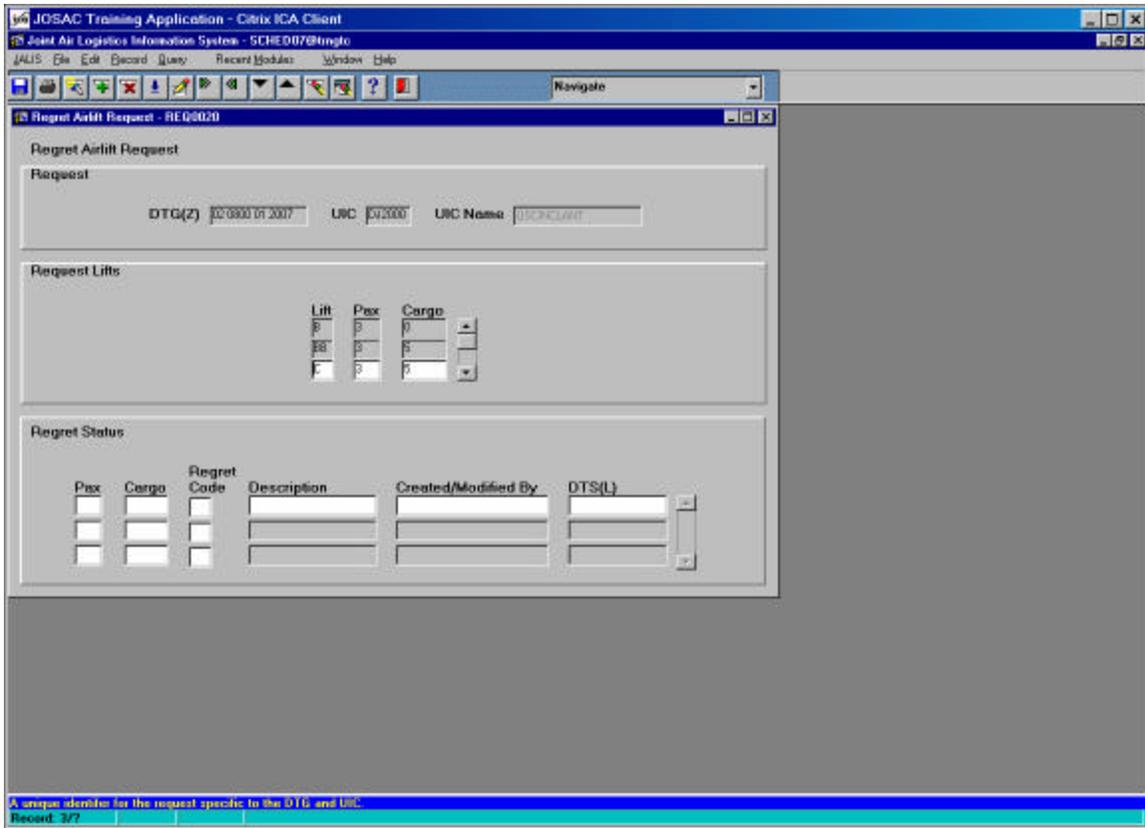


Figure 7-43. Regret Airlift Request Screen

CANCEL A FLIGHT ADVISORY AND GENERATE MESSAGE			
Step	Activity	Anticipated Result	Comment
10 of 32	Click in the Pax field.	Cursor moves to Pax field in the Requests Lifts block.	
11 of 32	Type {# of passengers to regret} . Press <Tab> .	{# of passengers} displays in the Pax field. Cursor moves to the Cargo field.	Be sure you type the # of passengers for the correct lift you wish to regret. Sometimes there will be more than one lift listed in the Request Lifts block.

CANCEL A FLIGHT ADVISORY AND GENERATE MESSAGE			
Step	Activity	Anticipated Result	Comment
12 of 32	Type {# of pounds of cargo to regret} . Press <Tab> .	{# of pounds of cargo} displays in the Cargo field. Cursor moves to the Regret Code field.	
13 of 32	Click on the List icon.	Regret Types pop-up (Fig. 7-44) displays.	

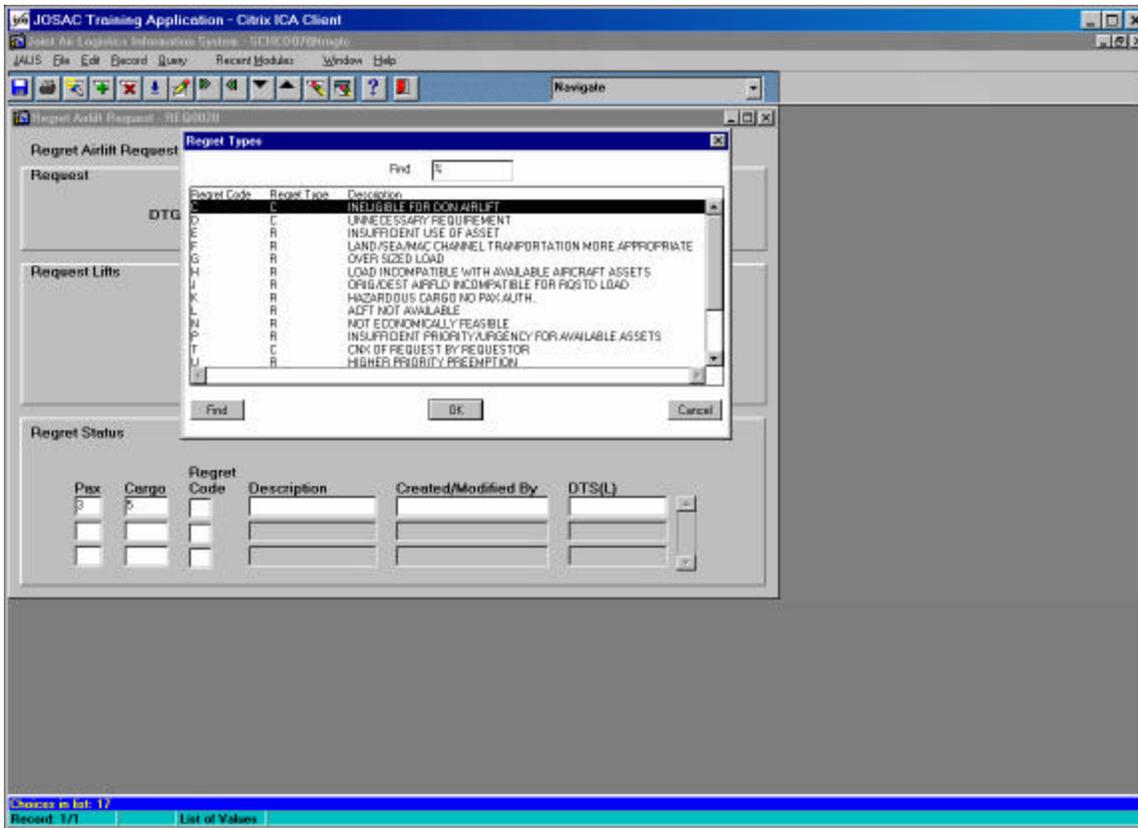


Figure 7-44. Regret Types Pop-up

CANCEL A FLIGHT ADVISORY AND GENERATE MESSAGE			
Step	Activity	Anticipated Result	Comment
14 of 32	Scroll down and select Regret Code U Higher Priority Preempt .	U Higher Priority Preempt highlights.	You may also use the <↓> key or simply type the code if you know it.

CANCEL A FLIGHT ADVISORY AND GENERATE MESSAGE			
Step	Activity	Anticipated Result	Comment
15 of 32	Click on the OK button.	U displays in the Regret code field. Description and Created/Modified By fields display data.	You may also double click on the code to select it.
16 of 32	Click on the Save icon.	Pop-up displays, "Do you want to create a message?"	
17 of 32	Click on the No button.	Pop-up closes.	
18 of 32	Repeat steps 11 through 18 to regret other requests.	Data updates.	
19 of 32	Click on the Exit icon.	Cancel Flight Advisory and Generate Message screen (Fig. 7-42) redisplays.	
20 of 32	Click on the Exit icon.	"Do you want to print Mission Flight Card Report?" pop-up displays.	
21 of 32	Click on the Yes button.	Scheduled Mission Flight Card Report pop-up (Fig. 7-45) displays.	

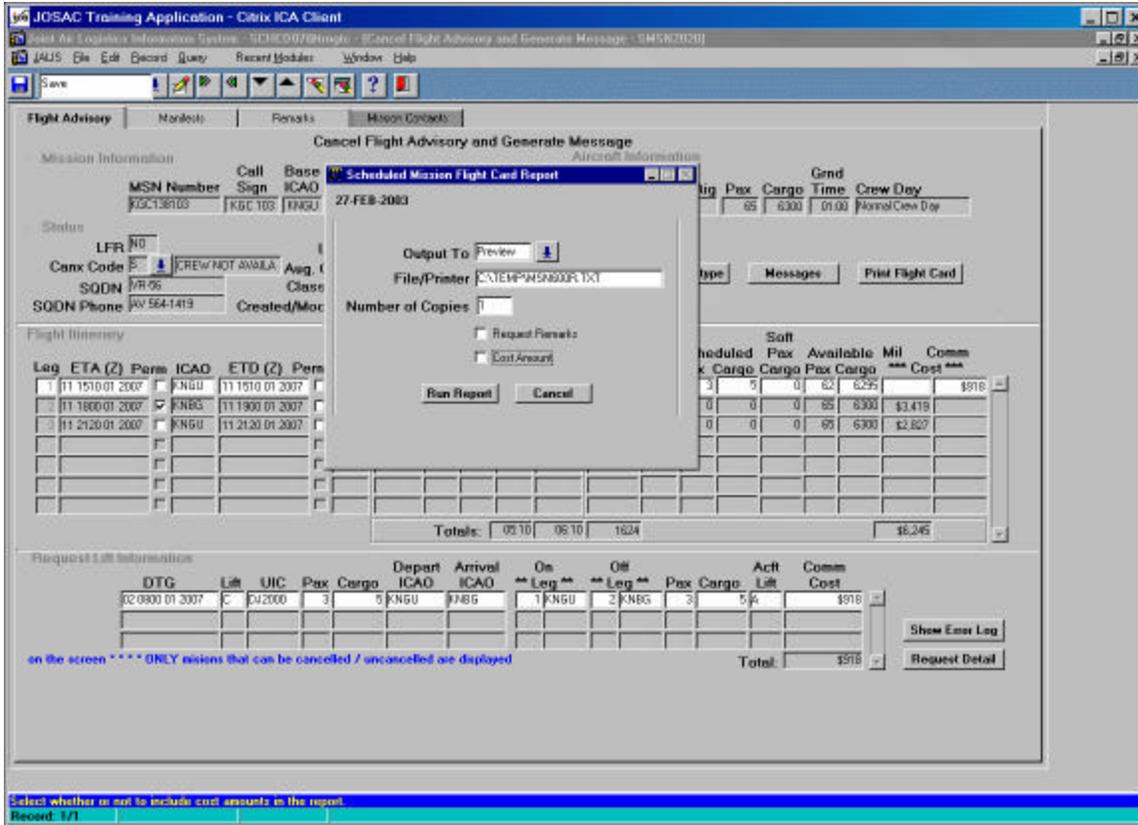


Figure 7-45. Scheduled Mission Flight Card Report Pop-up

CANCEL A FLIGHT ADVISORY AND GENERATE MESSAGE				
Step	Activity	Anticipated Result	Comment	
22 of 32	Click in the Request Remarks and Cost Amount check boxes.	Checkmarks display in the boxes.	These items are optional.	
23 of 32	Click on the Run Report button.	Scheduled Mission Flight Card (Header Page) screen (Fig. 7-33) redisplay.		
24 of 32	Click on the Next Page icon.	The first page of the report displays.		
25 of 32	Click on the Last Page icon.	Page number of last page of the report displays in the Page: field.	It should be page 4.	
26 of 32	Click on the Print icon.	Print dialog box opens.		
27 of 32	Click on the Pages radio button in the Print Range block.	Cursor moves to the From: field with 1 highlighted.		

CANCEL A FLIGHT ADVISORY AND GENERATE MESSAGE			
Step	Activity	Anticipated Result	Comment
28 of 32	Press <Tab>.	Cursor moves to the To: field.	
29 of 32	Type "2".	2 posts in the To: field.	Use one less than the last page so you do not print the trailer page.
30 of 32	Click on the OK button.	Report prints.	
31 of 32	Click on the Close Previewer icon.	Cancel Flight Advisory and Generate Message screen redisplays.	
32 of 32	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplays.	

Transition. Now that you have canceled the flight advisory, you need to release and send the cancellation message.

Requirement. Release and send the cancellation message.

PRACTICAL EXERCISE - OBJECTIVE 7-4		
Step	Problem	Solution
7.4.1	Release and send the cancellation message.	

Objective Summary. Frequently plans change and missions get modified so much that there is nothing left. Whatever the reason for the cancellation, since there was a Flight Advisory Message sent out to task the mission, you must create the Flight Advisory Cancellation Message to cancel the mission.

Transition. Sometimes you may cancel a mission and then find out you do not need to cancel it. You can actually "uncancel" a mission, even if the Cancellation Message has already been sent..

UNCANCEL A MISSION			
Step	Activity	Anticipated Result	Comment
1 of 8	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplays.	You can also Press <Alt + J>.

UNCANCEL A MISSION			
Step	Activity	Anticipated Result	Comment
2 of 8	Click on the Messaging Menu option.	Messaging Menu cascading menu (Fig. 7-34) redisplays.	You can also Press <M>.
3 of 8	Click on the Cancel Flight Advisory and Generate Message menu option.	Cancel Flight Advisory and Generate Message screen (Fig. 7-41) redisplays.	
4 of 8	Right Click in the MSN Number field, and Select the bookmarked mission .	Cancel Flight Advisory and Generate Message screen redisplays with the retrieved canceled mission.	
5 of 8	Click in the Canx Code field.	Canx Code field highlights.	
6 of 8	Press the Delete key.	Canx Code field clears.	
7 of 8	Click on the Save icon.	Pop-up (Fig. 7-46) displays, "You have selected to uncancel this mission. The system will: [1]. Delete all lifts attached to this mission. [2]. Transfer it to Prototype. [3]. And then delete it from Scheduled Missions.	

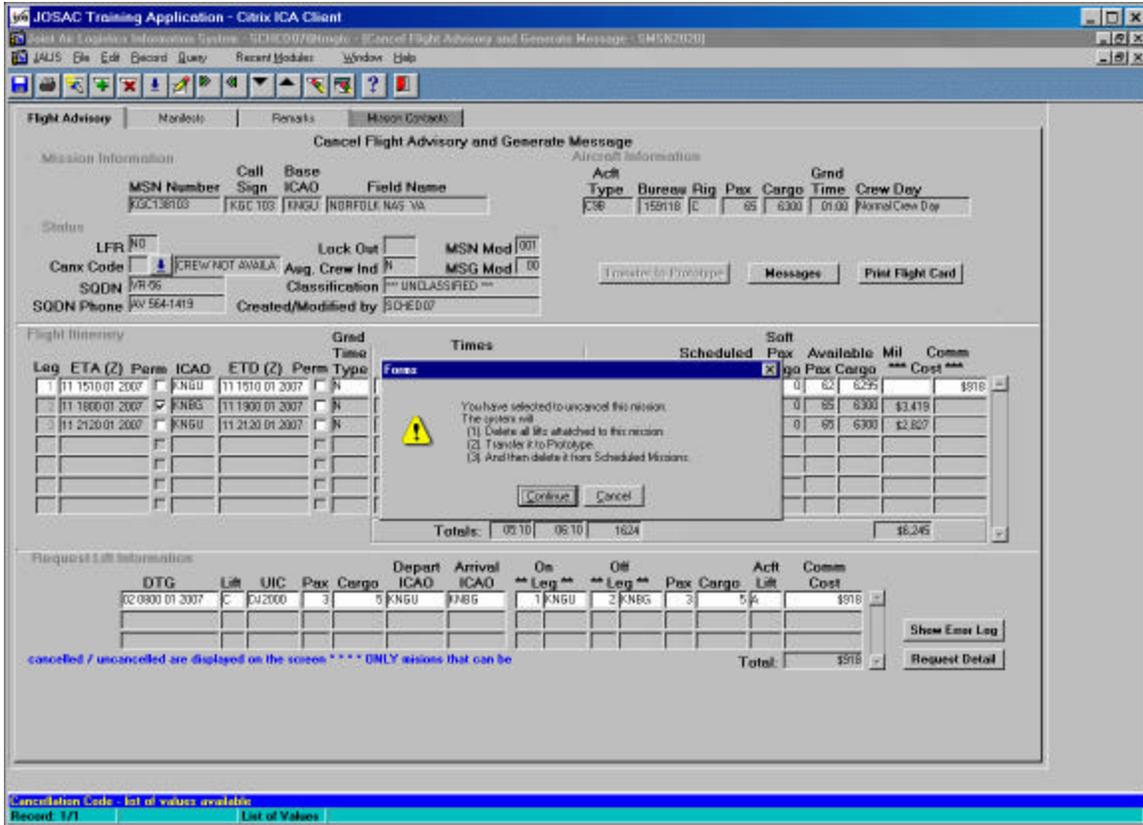


Figure 7-46. Uncancel Flight Advisory Message Pop-up

UNCANCEL A MISSION			
Step	Activity	Anticipated Result	Comment
8 of 8	Click on the Continue button.	Flight Itinerary screen displays with the uncanceled mission displayed in Prototype.	At this point you would continue with whatever modifications you needed to make to the mission.

Transition. You have completed all the steps necessary for a JOSAC scheduler to retrieve available assets, list airlift requests, match them to assets, and build missions to support the matches. You then saw how to review and change data when required. It is now time to put those skills to test with a practical exercise.

Requirement. Create the missions necessary to support the requests you entered in Lesson 3 for the USTRANSCOM J-3 and his entourage to make the trip to brief the commands on the new deployment system (Project Zebra).

LESSON 7 - END OF LESSON PRACTICAL EXERCISE		
Step	Problem	Solution
TLO 7.1	Create the missions necessary to support the requests you entered in Lesson 3 for the USTRANSCOM J-3 and his entourage to make the trip to brief the commands on the new deployment system (Project Zebra). Release and send the messages when finished. WAB has a C-21 available on the first day. N2D, N2L, N2S, N3E, and N3G all have C-12s available on the second day. Coordinate among yourselves.	

Transition. Now that you have built a couple of missions on your own you should be ready to generate the schedule for 31 January 2007. The following practical exercise reviews the basic keystrokes required to build schedules, select assets, and match requirements. The requirement directs you to create missions to support the requests with the highest PUJC codes.

Requirement. It is time to produce the schedule for 31 January 2007. Although these missions would have been entered at specific intervals throughout the month (10-14 or 4-7, depending on the size of the aircraft), you will enter them all at once. Enter the missions from the manual planning activity into the system with the lift request (highest PUJC code) that causes that mission to be created. Enter them into JALIS to initiate the chain of events that will lead to scheduled missions with assigned lifts, customer notification (support/regret), and operating unit notification. The requests are already in JALIS.

LESSON 7 - END OF LESSON PRACTICAL EXERCISE		
Step	Problem	Solution
TLO 7.2	From the class matching exercise, build missions with the class assigned assets for the class assigned Airlift Requests. If there are additional lifts that can be added to the missions, please do so. After creating the missions, send them to schedule and release and send the messages. The requests are already in JALIS.	
TLO 7.3	Display the Flight Advisory to review your work.	

Transition. With seat usage maximized to the best of your abilities, those requests that could not be supported must be notified of nonsupport so the travelers can make other plans.

J. Regret. Just as you notify requesters/validators of support, you must also notify them of nonsupport. The notification can be done via telephone with or without a hardcopy message follow-up. In both cases, JALIS provides a method to log the call followed by a format to build the regret message. When complete, the message can be printed and coordinated in hard copy and released.

You must use the Release Outgoing Message module to release the message to the queue. You then must use the Send Outgoing Messages module to actually send the message.

You do not have to send a message if a request has not been scheduled on a mission. You can simply change the status in JALIS from Unsatisfied to Regretted. That serves as notification to the requesters/validators that their request has been denied.

Requirement. Regret the requests that remain unsatisfied after you have published the schedule for 31 January 2007.

REGRET REQUESTS			
Step	Activity	Anticipated Result	Comment
1 of 26	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 7-1) redisplay.	You can also Press <Alt + J>.
2 of 26	Click on the Flight Scheduling and Modifications Menu option.	Flight Scheduling and Modifications Menu cascading menu (Fig. 7-2) redisplay.	You can also Press <S>.
3 of 26	Click on Flight Planning .	Unsatisfied Requests screen (Fig. 7-13) redisplay.	You can also Press <F>.
4 of 26	In the Start Date field, Type “310600012007” . Press <Tab>.	The date displays in the Start Date field. Cursor moves to the End Date field.	You can also use the List icon to select the date from the calendar utility.
5 of 26	In the End Date field, Type “010600022007” . Press <Tab>.	The date displays in the End Date field. Cursor moves to the PUJC field.	You can also use the List icon to select the date from the calendar utility.
6 of 26	In the PUJC field, Type the PUJC code applicable to the request(s) you want to regret. Press <Tab>.	The PUJC displays in the PUJC field. Cursor moves to the Load Size field.	This field is optional. The default value is %, which will find any valid PUJC codes. If you want to constrain your list to one particular PU combination, you can use a wildcard, but still limit your search (e.g., 24% will retrieve only requests with a priority of 2 and urgency of 4).
7 of 26	If not already displayed in the Load Size field, Click on the List icon, and Select BOTH . Press <Tab>.	BOTH displays in the Load Size field. Cursor moves to the Region field.	This field is optional and indicates the cargo load. Small loads are less than 410 pounds; large loads are 410 pounds or greater.
8 of 26	If not already displayed in the Region field, Click on the List icon, and Select BOTH . Press <Tab>.	BOTH displays in the Region field. Cursor moves to the Sort By field.	This field is for CONUS only. It refers to where the request mission will originate and/or end.

REGRET REQUESTS			
Step	Activity	Anticipated Result	Comment
9 of 26	If not already displayed in the Sort By field, Click on the List icon, and select Departing ICAO . Press <Tab> .	Departing ICAO displays in the Sort By field. Cursor moves to the In Schd Theater? field.	The default value is PUJC Departing ICAO
10 of 26	If not already displayed in the In Schd Theater? field, Click on the List icon, and Select YES .	Yes displays in the In Schd theater? Field.	Selecting YES will find only those requests originating or terminating in the scheduler's theater (e.g., CONUS for JOSAC).
11 of 26	If not already displayed in the HAZMAT? field, Click on the List icon, and Select BOTH .	BOTH displays in the HAZMAT? field.	
12 of 26	Click on the Refresh button.	Unsatisfied Requests screen (Fig. 7-14) redisplay. The cursor is in the Unsatisfied Requests block.	
Note. So everyone is not trying to regret the same request, the instructor will tell you which requests to regret.			
13 of 26	<` > to the request you want to regret.	The request will be highlighted and details about the request, if it is scheduled, will appear in the Satisfied Request Information block.	
14 of 26	Click on the Request Detail button.	Input Airlift Request screen displays with request information.	
15 of 26	Click on the Regret tab.	Regret block displays.	
16 of 26	Click in the Lock for update checkbox.	Record shows Locked for update by {userid}.	
17 of 26	Click in the Pax field.	Cursor moves to the Pax field in the Regret block.	
18 of 26	Type {# of pax} . Press <Tab> .	{Number of pax} displays in the Pax field. Cursor moves to the Cargo field.	
19 of 26	Type {# of cargo} . Press <Tab> .	{Pounds of cargo} displays in the Cargo field. Cursor moves to the Code field.	
20 of 26	Click on the List icon on the toolbar.	Regret Types screen displays.	You may also Press <F9> .

REGRET REQUESTS			
Step	Activity	Anticipated Result	Comment
21 of 26	< ` > to U HIGHER PRIORITY PREEMPT . Click on the OK button.	U HIGHER PRIORITY PREEMPT is highlighted. Description field fills in with the information.	
22 of 26	Click on the Save icon.	“Do you want to create a message” pop-up displays.	You did not send a message to begin with so you cannot send one now.
23 of 26	Click on the No button.	Pop-up closes, and status changes to Regretted.	
24 of 26	Click on the Exit icon.	Unsatisfied Requests screen (Fig. 7-14) redisplays.	You can Click on the Refresh button to refresh the screen. The request you regretted is no longer in the list.
25 of 26	Repeat steps 12 through 24 for each request you wish to regret.	Status changes to Regretted.	
26 of 26	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplays.	

Transition. You have now completed the cycle of request through notification of the customer for the standard schedule. After the standard schedule, which is by D minus 10 for large aircraft and D minus 4 for small aircraft, modification scheduling begins.



Modification Scheduling



- Support On Existing Mission
- Modify An Existing Mission
- Alert Aircraft
- Regret Non Support Of A Request



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Slide 7-4. Modification Scheduling

II. Modification. Modification scheduling is best defined as working requests or modifications that arrive after the standard schedule has been produced and published. The standard schedule will be entered into JALIS and all requesters notified of support or nonsupport. When the decision is made to support a late request, you must modify an existing mission to satisfy the new requirement. The path of least turmoil is preferred, but, in reality, is driven first by the PUJC codes and second by asset availability.

A. Continue to Review Requests for Scheduling. Once the standard schedule is complete you must still review new incoming requests and modifications. These requests will be considered for modification scheduling or mission modification, depending on PUJC codes and asset availability. Remember, validity is not in question. If the Service validator/verifier submits it, then it is valid.

Note. You need to review D minus 3 - 0 for small aircraft and D minus 9 - 0 for large aircraft. For any new requests or any modified requests during those times, the following steps will assist in scheduling.

B. Review Additional (Recently Received) Requests. Recently received requests are considered for scheduling in three different envelopes: the next schedule window, current mission matches (modifications), or alert aircraft support. The requests are selected and matched to the envelopes based on PUJC code. After the PUJC question is resolved, compatibility with other schedules and asset availability becomes the determining factor.

1. **Match New Requests to Current Missions.** The first option is to see if the new request matches an existing mission with sufficient available seats or cargo capacity. This is the simplest solution.

2. **Modify An Existing Mission.** The next option would be to see if you can modify an existing mission to satisfy the requirements of the new request. Priority is going to play a role here. You would not normally modify a mission for a Priority 3 request if it will adversely affect a Priority 2 traveler.

3. **Alert Aircraft.** JOSAC normally has a couple of alert “fenced” aircraft on call for high priority missions. These are normally used only for medical evacuations and for required-use travelers.

C. Enter Approved Changes into JALIS. After all the decisions have been made as to who gets added on, who gets an asset, and who gets regretted, it is time to enter the decisions into JALIS. These entries require all the same keystrokes, using the same modules that you have previously used.

Transition. That is the modification scheduling concept. All that remains is for you to review the concept of alert scheduling.



Alert Scheduling



- "Fenced" C-21s
- Medical / Required Use
- 30 Day Schedule



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Slide 7-5. Alert Scheduling

III. **Alert Scheduling.** Alert scheduling is a must. In the ever-changing world of government and military activities, things will change at the last minute. Both medical and military emergencies can and do happen with no warning. You must plan for this occurrence and have assets fenced to handle the situation.

A. **Planning.** Historical data shows that, on average, two percent of the aircraft fleet can handle the anticipated same day taskings. Even though you know it is not an exact straight-line tasking, you will treat it as such for planning purposes. Because most last minute taskings are small in size and time constrained, the JOSAC will task USAF C-21s for these missions. JOSAC normally keeps two aircraft on alert at all times, one to support medical emergencies and the other to support required users with last minute movement requirements.

B. **Tasking.** Each unit possessing C-21s should and will receive a fair share of alert taskings. Two C-21 units normally support the medical alert tasking. The other six C-21 units normally support the required user alert tasking.

C. **Notification.** Every effort will be made to notify units of alert taskings at least 30 days in advance of the tasking. The alert schedule, when published, will include the individual unit taskings for the next 30 day period.

Transition. You have now successfully produced a daily flying schedule, created and modified a mission in JALIS, and cancelled a Flight Advisory message.



We have covered...

- Review Aircraft Availability
- Review Unsatisfied Requests
- Build A Mission
- Modify A Mission
- Cancel A Mission/Regret A Request
- Release And Send FADVs

Joint Deployment Training Center

Slide 7-6. We have covered...

Lesson Summary. You have covered a lot of ground in the preceding hours and are almost to the end of the course. What you have done in this lesson is see and use JALIS to support you in building an OSA schedule. You saw that JALIS will provide a list of all the aircraft that the units have made available for the execution day you select. Also, you can retrieve a list of all unsatisfied requests for the same day.

With those two pieces, you saw that JALIS will not schedule the missions for you, but it will allow you to match flying units with airlift requests. At that point, you built the missions, added the lifts, and committed the schedule. Once scheduled, you saw that you had to transfer the mission out of the schedule before you could modify the mission for any reason. You also saw that when aircraft status, airfield data, or requester information changes that affects a mission, JALIS has a specific method for letting you check on and then modify the affected missions.

If the customer is being supported and does not know it, or a unit is tasked and does not know it, nothing good will happen. JALIS supports this need by generating messages within JALIS to notify all stakeholders. The messages or information does not go automatically to all concerned. Requesters/validators and squadron users have the responsibility to pass along this information to their customers who do not have access to JALIS. Finally, you saw the two other types of schedules: modifications and alert. These schedules use the assets that are designated for that specific activity.

Remotivation. Your job is much more than using JALIS. However, you cannot do your job without JALIS. The number of requests and the number of assets to keep track of would be overwhelming.

Closure. That completes the specifics of the JOSAC scheduler's activities. The next step in the process is the execution and post mission reporting activities that revolve around the squadrons, who have the responsibility to do the input.