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This instruction implements AFPD 11-4, *Aviation Service*. It establishes the responsibilities, requirements, procedures and training for the supervision of flying operations. This instruction applies to all flying units, including those operating Unmanned Air Systems (UAS), of Air Combat Command (ACC), Air Force Global Strike Command (AFGSC), Air Education Training Command (AETC), Pacific Air Forces (PACAF), Combat Air Forces (CAF) units within United States Air Forces in Europe (USAFE), and CAF units within Air Force Reserve Command (AFRC). This instruction applies to all Air National Guard (ANG) units with ACC, PACAF, and AETC oversight. With the exception of Chapter 7 and Attachment 4, Conference Hotel Procedures, this instruction does not apply to Air Force District of Washington (AFDW), Air Force Material Command (AFMC), Mobility Air Forces (MAF) units within AFRC, MAF units within USAFE, Air Force Special Operations Command (AFSOC), and the United States Air Force (USAF) Aerial Demonstration Team (Thunderbirds). These units will follow Conference Hotel Procedures when judged necessary for safety of flight. This instruction does not apply to

Air Mobility Command (AMC). Civil Air Patrol (CAP) is not required to comply with this instruction.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Recommendations for improvements to this volume will be submitted on AF Form 847, *Recommendation for Change of Publication*, through channels, to the parent MAJCOM Stan/Eval. Parent MAJCOM Stan/Eval will forward approved recommendations to lead command OPR (ACC Standardization Branch: ACCDOTVSRTB@langley.af.mil). This instruction requires units to issue supplements. The requirement is discussed throughout the instruction and in detail at Chapter 8. AF/A3/5 is the approval authority for interim changes to this instruction.

(18WG) Air Force Instruction (AFI) 11-418, *Operations Supervision*, 15 September 2001, is supplemented as follows: It is a standalone publication and must be read in conjunction with AFI 11-418. This publication sets forward information in addition to the basic instruction and is specific to the 18th Operations Group (18 OG) supervision of flying operations. This publication applies to all aircrew assigned or attached to the 18th Wing (18 WG). This publication does not apply to the Air Force Reserve Command or Air National Guard units. The Privacy Act of 1974 affects this supplement. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This Interim Change adjusts the MINIMUM FLYING UNIT SUPERVISION REQUIREMENTS during mixed flying operations with RPA. It also updates Hotel Conference Information in Attachment 4 by incorporating two Administrative Changes on MDS F-35 and MDS T-6 (completely new Table A4.18.1 and replaced Table A4.27.) and replacing Table A4.18. F-22A. A margin bar (|) indicates newly revised material.

(18WG) This document has been substantially revised and must be reviewed in its entirety. Major changes include numerous paragraph renumbering and the inclusion of a Typhoon Evacuation Plan (Attachment7).

1. General. 3

	2.	Functions:	4
	3.	Operations.	4
Table	1.	Minimum Flying Unit Supervision Requirements.	5
	4.	Responsibilities:	6
	5.	Handling of In-Flight Emergencies:	13
	6.	SOF Guidance.	14
	7.	CONFERENCE HOTEL Procedures.	22
	8.	Unit Supplement.	22
	9.	Special provisions for ANG/AFRC and smaller than wing-sized units (e.	23
	10.	Waivers.	23
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION			25
Attachment 1—(18WG) GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION			28
Attachment 2—SOF PROCEDURAL/EMERGENCY CHECKLIST			29
Attachment 3—SUPERVISOR OF FLYING CHECKLIST GUIDE			31
Attachment 4—CONFERENCE HOTEL PROCEDURES			32
Attachment 5—(Added-18WG) 18 WG SUPERVISOR OF FLYING (SOF) TRAINING PROGRAM			46
Attachment 6—(Added-18WG) SOF UPGRADE SAMPLE LETTER			48
Attachment 7—(Added-18WG) TYPHOON EVACUATION CHECKLIST			49

1. General.

1.1. The basic supervision structure for flying operations consists of the Operations Group Commander (OG/CC), the Supervisor of Flying (SOF) and the squadron supervisors, i.e., Operations Supervisor (Ops Sup, also referred to as Top 3).

1.2. The chain of supervision begins with the OG/CC, through the SOF, down to the individual squadron supervisors. The requirements for each position are specified in para 3. Specific duties and responsibilities are defined throughout this instruction.

1.3. For the purpose of this instruction “experienced” is used in accordance with (IAW) the definition provided in the Mission Design Series (MDS) specific AFI 11-2MDS Volume 1.

1.3.1. For the purposes of this instruction only, aircrews are also considered “experienced” when previously rated “experienced” in another MDS or previously rated “experienced” in a different crew position in the same MDS. These individuals must then be selected by the Squadron CC and approved by the OG/CC for operations supervision responsibilities.

1.3.2. Where no definition is provided, “experienced” will be determined by the unit squadron commander and approved by OG/CC.

1.4. **(Added-18WG)** 18 OG units, as referenced throughout this supplement, refers to all 18 OG assigned units as well as expeditionary units that fall under the 18 EOG construct.

2. Functions:

2.1. **SOF.** When on duty, the SOF is a group-level position and is the direct representative of the OG/CC. The SOF is the focal point for command and control of flight operations. OG/CC decision authority is delegated to this position to accomplish the mission.

2.1.1. SOF is not required for rescue/weather/electronic attack/airlift/air refueling/special operations/deployed U-2 Ops. (For C2ISR, the OG/CC will determine if a SOF program is required. If a program is established this Instruction applies. At a minimum, C2ISR units will establish an Ops Sup/Top 3 program.)

2.1.2. **(Added-18WG)** Supervisor of Flying Definition. For the purposes of this supplement, a Supervisor of Flying (SOF) is a fully qualified USAF Fighter Pilot capable of performing SOF duties for all Kadena AB (KAB) local fighter flying.

2.1.2.1. **(Added-18WG)** SOF Candidates should be a fighter 4-ship flight lead or higher to be nominated for SOF duty. Highly experienced 2-ship flight leads may be nominated on a case-by-case basis. **Attachment 5** outlines the 18 WG SOF Training Program.

2.2. **Ops Sup/Top 3.** The squadron Ops Sup/Top 3 will only be filled by the following individuals: the squadron commander, the squadron operations officer, assistant operations officer(s), flight commanders, or other individuals deemed qualified by the squadron commander and approved by the OG/CC. **ANG/AFRC:** OG/CC or Air Operations Officer (AOO) will determine requirements for Ops Sup and will determine the appropriate personnel to fill the Ops Sup position. ANG/AFRC may combine SOF and Ops Sup duties.

2.2.1. Squadron commander and operations officer decision authority may be delegated to this position to make operations-related decisions and recommendations.

3. Operations. This section identifies the minimum flying unit supervisory requirements depending on types of operations involved. (Additional requirements can be defined in the unit supplement).

3.1. **Types of Operations.** The definitions for types of operations that are used in **Table 1** are:

3.1.1. **Daily Flying Operations.** Normal or surge operations at the unit's home station (this does not include other types of operations defined below).

3.1.2. **On-Going Off Station Sorties.** Missions/sorties that do not takeoff or land at home station.

3.1.3. **Deployed Operations.** Flight operations away from home station that are part of a deployment, exercise or contingency.

3.1.4. **Scrambles.** Aircraft launched on a scramble order from an alert posture.

3.2. **Minimum Supervision Requirements.** These are outlined in **Table 1** for each type of operation.

Table 1. Minimum Flying Unit Supervision Requirements.

Type of Operation	SOF Location	Ops Sup Location
Daily Flying Operations:	Duty Location ¹	Squadron ¹ (Active Duty/AFRC)
		Available ³ (ANG)
On-Going Off-Station Sorties	N/R	Available ³
Deployed Operations ²	As Required	As Required
Scrambles	N/R	N/R (Active Duty/AFRC)
		Available ³ (ANG)
<p>Notes:</p> <ul style="list-style-type: none"> • The SOF and Ops Sup may leave the unit operations complex (as defined by the unit supplement to this instruction) after aircraft depart the local area, workload permitting and will be immediately available by telephone, pager, radio or intercom. The SOF and Ops Sup will be at their duty locations 45 minutes prior to the estimated time of arrival of unit aircraft. For reduced flying operations the OG/CC may determine if a SOF is required. Reduced flying operations are defined as 4 or less fighter aircraft or 2 or less of the same type of non-fighter aircraft or, while adhering to these limitations for fighter and non-fighter aircraft, 6 total aircraft if 2 or more are RPA. • For deployed operations, the detachment commander will coordinate with host base Operations Group for supervision requirements. This may involve integrating into the host base SOF and/or Ops Sup program. • Must be immediately available by telephone, pager, radio, or intercom. (USAFE: Ops Sup for on-going off station sorties can be filled by an experienced aircrew member (SDO) as defined in the unit supplement.) 		

3.2.1. **(Added-18WG)** An 18 OG SOF will be on duty at the SOF position in the KAB Control Tower during the normal 18 WG fighter flying window.

3.2.2. **(Added-18WG)** SOF Scheduling Outside Normal Flying Window. Fighter squadron commanders are responsible for providing their own SOF for single-squadron flying outside the scheduled local fighter flying window.

3.2.3. **(Added-18WG)** For fighter FCFs, a SOF is not required but the Ops Sup will be immediately available to assist the FCF pilot if a SOF is not in the tower. If no other fighters are airborne, a dedicated catcher's mitt or chase ship is highly desired.

3.2.4. **(Added-18WG)** Deployed Unit Squadron Operations Supervisors. Units flying local missions while deployed to Kadena will designate an Operations Supervisor (Ops Sup). Names and contact information for these Ops Sups will be forwarded to 18 OSS/OSOS, Operations Wing Scheduling, with the daily flying schedule. During normal duty periods, Ops Sups will be immediately available with their appropriate aircraft flight manual and immediate action checklist. When directed by the SOF, Ops Sups will tune their radio to the SOF frequency (302.5) or single frequency approach frequency (290.3) and be prepared to offer the SOF and aircrew appropriate assistance.

4. Responsibilities: Note: For the purposes of this instruction, the terms "operations group commander" (OG/CC), "squadron commander" (SQ/CC), and "director of operations" (SQ/DO) also refer to their designated representatives.

4.1. OG/CC (ANG/AFRC: OG/CC or AOO) will:

4.1.1. Be responsible for the implementation, direction and execution of the Operations Supervision program.

4.1.2. Be immediately available to the SOF or Ops Sup/Top 3 (if no SOF is either available or required based on the type of operation) for consultation during daily flying operations.

4.1.3. Ensure tenant flying units use host/tenant memorandum of agreement (MOA)/letter of agreement (LOA) to avoid duplication of effort.

4.1.4. Be the final approval authority for unit supplement to this instruction.

4.2. SQ/CC (or equivalent) and/or SQ/DO will:

4.2.1. Ensure a SOF/Ops Sup is on duty when required by **Table 1**

4.2.2. Be available to the Ops Sup/Top 3 for consultation during flying operations.

4.3. SOF will:

4.3.1. Be on duty when required by **Table 1** or as directed by the OG/CC.

4.3.1.1. (Added-18WG) 18 OG Supervisor of Flying (SOF).

4.3.1.1.1. **(Added-18WG)** The SOF will inform the 18th Operations Group Commander (18 OG/CC) or designated representative of all unusual situations, and if time permits, elevate command decisions with recommendations (e.g. cancellation of flying, diversion of aircraft, etc). If circumstances arise which do not permit notification of 18 OG/CC or designated representative, SOFs will take those actions necessary to permit safe recovery of aircraft and aircrew. SOFs may direct fighter squadrons to assign an additional SOF-qualified individual to the tower to assist with deteriorating situations. As a minimum, the SOF will notify 18 OG/CC or his designated individual as soon as possible of the following events:

4.3.1.1.1.1. **(Added-18WG)** Terminal area forecast or observation at Kadena

Air Base (AB), Futenma MCAS or Naha International Airport below 1000' ceiling and 2 statute mile visibility.

4.3.1.1.1.2. **(Added-18WG)** An 18th Wing aircraft diverts.

4.3.1.1.1.3. **(Added-18WG)** An airfield facility has a change in status which might create a hazard to the launch or recovery of an aircraft.

4.3.1.1.1.4. **(Added-18WG)** An emergency is declared.

4.3.1.1.1.5. **(Added-18WG)** A USAF, JASDF, or civil aircraft diverts to Kadena.

4.3.1.1.1.6. **(Added-18WG)** An aircraft accident or incident occurs.

4.3.1.1.1.7. **(Added-18WG)** Both runways at Kadena AB are closed.

4.3.1.1.1.8. **(Added-18WG)** A runway incursion occurs.

4.3.1.1.1.9. **(Added-18WG)** A cable engagement has or will occur.

4.3.1.1.1.10. **(Added-18WG)** Any unusual situation requiring SOF intervention.

4.3.1.1.2. **(Added-18WG)** The SOF will closely monitor the Bird Watch Condition (BWC). The SOF will follow instructions in the SOF Reference Guide during flying operations in BWC Moderate or Severe.

4.3.1.1.3. **(Added-18WG)** Each SOF will complete the checklists on the front of the 18 WG Form 22, *Kadena AB SOF Tour Report*, and report significant incidents on the reverse of the 18 WG Form 22. The opening SOF will open a blank form located in the SOF section on the OGV SharePoint and save the blank form as the current date. The closing SOF will re-save the file and log off the SOF computer. SOFs will log the following on the 18 WG Form 22:

4.3.1.1.3.1. **(Added-18WG)** All emergencies/unusual occurrences.

4.3.1.1.3.2. **(Added-18WG)** All items requiring special attention.

4.3.1.1.3.3. **(Added-18WG)** All cable engagements.

4.3.1.1.3.4. **(Added-18WG)** SOF truck defects.

4.3.1.1.4. **(Added-18WG)** If 18 WG aircraft are required to evacuate KAB due to an impending Typhoon, SOFs will execute their responsibilities as described in the Typhoon Evacuation Checklist ([Attachment 7](#)).

4.3.2. Be responsible to the OG/CC for monitoring and supervising all phases of unit flying operations and will provide guidance, advice, assistance and recommendations to aircrews, unit supervisors (i.e. Ops Sup/Top 3), C2 personnel, and/or other supporting agencies (as required) regarding the safe and efficient conduct of flight operations.

4.3.2.1. Ensure that in-flight emergency (IFE) recovery plans and weather related mission changes reflect sound airmanship, follow AFI and technical order (TO) guidance, and adhere to sound ORM principles (i.e. does it make sense?).

- 4.3.3. Direct appropriate actions, on behalf of the OG/CC, to correct/prevent unsafe situations. This includes the use of any and all resources to include radios, FM nets, telephone hot lines and all wing-flying operations on the ground or in the air.
- 4.3.4. Prior to the first launch, ensure the airfield/heliport status is suitable for safe operations IAW Air Force, major command (MAJCOM) and local directives.
- 4.3.5. During an emergency or an abnormal situation, provide aircrews with guidance, timely advice and assistance to determine a correct course of action.
- 4.3.6. Be in a position to visually monitor the final approach and landing of IFE aircraft. If unable, the SOF will direct another highly qualified aircrew member to be in position to monitor the landing and provide needed assistance or guidance. (*ANG/AFRC*: Not required.)
- 4.3.7. Monitor the status of primary and emergency airfields/heliport and inform aircrews of changes that may affect flight operations.
- 4.3.8. When deteriorating weather conditions affect flying operations, coordinate with wing agencies and utilize all available resources (i.e., weather, radar, tower personnel, pilot reports, etc.) to determine the best course of action for wing aircraft. The SOF will determine suitable weather alternates and inform the OG/CC accordingly.
- 4.3.9. Coordinate with the air traffic control (ATC) watch supervisor or senior controller for runway changes as needed.
- 4.3.10. Prepare a daily log to aid in tracking operations and major events. For units that do not use a SOF, this log will be filled out by the Ops Sup/Top 3 IAW paragraph 4.4.8. Log format and content will be defined by unit supplement.
- 4.3.11. The SOF will debrief the OG/CC of any aircraft involved in an unusual situation, IFE, weather divert or other mission change requiring SOF action or intervention. Ensure that the applicable Ops Sup/Top 3 has the necessary information to inform squadron leadership.

4.4. Ops Sup/Top 3 will:

- 4.4.1. Be on duty when required by [Table 1](#) or as directed by the SQ/CC or SQ/DO.
- 4.4.1.1. (**Added-18WG**) 18 OG Operations Supervisors (Ops Sup)
- 4.4.1.1.1. (**Added-18WG**) A qualified Ops Sup will be on duty in their respective squadron if that squadron is conducting normal flying operations.
- 4.4.1.1.2. (**Added-18WG**) The Ops Sup will ensure that pilots/crews are aware of the airfield status, to include the NAVAID status, the cable configuration and the Bird Watch Conditions (BWC) before pilots/crews step to fly.
- 4.4.1.1.3. (**Added-18WG**) Ops Sups Communication Requirements. Ops Sups at Kadena AB will have access to a multi-frequency transmitter/receiver, a hotline (desired) to the SOF duty location in the tower either direct or through the Kadena Command Post, an FM radio for communication with maintenance net, and a telephone for both on-base and off-base calls.
- 4.4.1.1.4. (**Added-18WG**) If 18 WG aircraft are required to evacuate KAB due

to an impending Typhoon, Ops Sups will execute their responsibilities as described in the Typhoon Evacuation Checklist ([Attachment 7](#))

4.4.1.1.5. **(Added-18WG)** For KC-135/E-3/HH-60/Expeditionary Squadron operations, the Ops Sup will notify 18 OG/CC or designated representative of any unusual occurrences or factors that might impact flying operations.

4.4.1.1.6. **(Added-18WG)** The squadron Ops Sup is the approval authority for divert return to base (RTB) sorties.

4.4.1.1.7. **(Added-18WG)** Standby Ops Sups. Units may require Ops Sups for duty during other than normal duty periods. Names of persons performing this standby duty will be designated on the weekly flying schedule for each day normal flying is not scheduled in accordance with unit programs. Standby Ops Sups will be capable of responding within 30 minutes when called on either the FM radio or telephone. If the FM radio is not available or inoperative, the standby Ops Sup will provide the command post controller a telephone number where he/she can be reached. If time does not permit recall of the standby Ops Sup, the command post will notify the OG Deputy Commander (18 OG/CDF or 18 OG/CDH).

4.4.1.2. **(Added-18WG)** F-15 Operations Supervisors (Top-3)

4.4.1.2.1. **(Added-18WG)** F-15 Top-3 responsibilities will be IAW SQ/CC guidance.

4.4.1.3. **(Added-18WG)** KC-135 Ops Sup

4.4.1.3.1. **(Added-18WG)** KC-135 Ops Sup will be responsible for the following duties:

4.4.1.3.1.1. **(Added-18WG)** Assist aircraft during In-Flight Emergencies.

4.4.1.3.1.2. **(Added-18WG)** Recall or divert airborne KC-135s.

4.4.1.3.1.3. **(Added-18WG)** Initiate Conference Hotel procedures with Command Post.

4.4.1.3.1.4. **(Added-18WG)** Monitor and expedite aircraft launch.

4.4.1.3.1.5. **(Added-18WG)** Monitor approaching weather with emphasis on crosswind and lightning hazards.

4.4.1.3.1.6. **(Added-18WG)** Monitor bird activity and airfield status during periods when no SOF is on duty.

4.4.1.3.2. **(Added-18WG)** KC-135 Ops Sup Equipment. The KC-135 Ops Sup equipment will include:

4.4.1.3.2.1. **(Added-18WG)** A dedicated multi-frequency radio (UHF and HF) to contact airborne aircraft.

4.4.1.3.2.2. **(Added-18WG)** A cellular telephone or FM radio.

4.4.1.3.2.3. **(Added-18WG)** FOD receptacle.

4.4.1.3.2.4. **(Added-18WG)** Access to aircraft T.O.s, checklists, in-flight

guides, and associated directives required for flight.

4.4.1.3.2.5. **(Added-18WG)** Access to computer generated takeoff and landing data (TOLD).

4.4.1.3.3. **(Added-18WG)** The 909th Air Refueling Squadron (909 ARS) will have a dedicated government vehicle (GOV) immediately available to the Ops Sup to respond to emergencies, perform airfield inspections and other official purposes. This vehicle will have flight line clearance and a multi-frequency radio (UHF).

4.4.1.3.4. **(Added-18WG)** The 909 ARS will maintain an Ops Sup Read File.

4.4.1.3.5. **(Added-18WG)** KC-135 Ops Sup Training Program. Specifics of the KC-135 Ops Sup responsibilities will be stated in a Ops Sup Read File.

4.4.1.4. **(Added-18WG)** E-3 Ops Sup

4.4.1.4.1. **(Added-18WG)** E-3 Ops Sup will be responsible for the following duties:

4.4.1.4.1.1. **(Added-18WG)** Monitor and expedite aircraft launch.

4.4.1.4.1.2. **(Added-18WG)** Assist aircraft during In-Flight Emergencies.

4.4.1.4.1.3. **(Added-18WG)** Monitor approaching weather with emphasis on crosswind and RCR.

4.4.1.4.1.4. **(Added-18WG)** Monitor bird activity and airfield status during periods of time when no SOF is on duty.

4.4.1.4.1.5. **(Added-18WG)** Approve or disapprove Off/On-Island Bingo requests from airborne E-3s in accordance with AFI 11-2E-3V3_18WGSUP.

4.4.1.4.1.6. **(Added-18WG)** Recall or divert airborne E-3s.

4.4.1.4.1.7. **(Added-18WG)** Initiate Conference Hotel procedures with Command Post.

4.4.1.4.2. **(Added-18WG)** The 961th Airborne Air Control Squadron (AACS) will have a dedicated Ops Sup vehicle immediately available to respond to emergencies, perform airfield inspections, expedite ground operations and other official purposes. This vehicle will have flight line clearance, a multichannel radio and be equipped with:

4.4.1.4.2.1. **(Added-18WG)** A cellular telephone or land mobile radio (LMR).

4.4.1.4.2.2. **(Added-18WG)** Binoculars.

4.4.1.4.2.3. **(Added-18WG)** Foreign object damage (FOD) receptacle.

4.4.1.4.2.4. **(Added-18WG)** Flashlight.

4.4.1.4.2.5. **(Added-18WG)** Reflective vest.

4.4.1.4.2.6. **(Added-18WG)** Hard-shell hearing protection.

4.4.1.4.2.7. **(Added-18WG)** Spotlight.

4.4.1.4.2.8. **(Added-18WG)** Vehicle chocks.

4.4.1.4.3. **(Added-18WG)** 961 AACS will maintain an Ops Sup Read File.

4.4.1.4.4. **(Added-18WG)** E-3 Ops Sup Training Program. E-3 Ops Sups will be nominated and approved by the 961 AACS commander.

4.4.1.4.5. **(Added-18WG)** Specifics of the E-3 training program and individual responsibilities will be stated in an Ops Sup Read File.

4.4.1.5. **(Added-18WG)** HH-60 Ops Sup

4.4.1.5.1. **(Added-18WG)** HH-60 Ops Sup will be responsible for the following duties:

4.4.1.5.1.1. **(Added-18WG)** On duty during and monitor all HH-60 local alert activities, flight operations, including functional check flights.

4.4.1.5.1.2. **(Added-18WG)** Monitor approaching weather and sea conditions.

4.4.1.5.1.3. **(Added-18WG)** Assist aircraft during any aircraft In-Flight Emergencies.

4.4.1.5.1.4. **(Added-18WG)** Monitor bird conditions and airfield status during periods when no SOF is on duty.

4.4.1.5.1.5. **(Added-18WG)** Initiate Conference Hotel procedures.

4.4.1.5.1.6. **(Added-18WG)** Initiate recall of airborne aircraft to respond to alert requirements.

4.4.1.5.1.7. **(Added-18WG)** Initiate recall or divert of unit aircraft.

4.4.1.5.2. **(Added-18WG)** HH-60 Ops Sup Equipment. The HH-60 Ops Sup equipment will include:

4.4.1.5.2.1. **(Added-18WG)** A dedicated multi-frequency radio (UHF/VHF) to contact airborne aircraft.

4.4.1.5.2.2. **(Added-18WG)** A land line telephone.

4.4.1.5.2.3. **(Added-18WG)** Hotline to Kadena Tower/SOF (desired).

4.4.1.5.2.4. **(Added-18WG)** Access to aircraft T.O.s, checklists, in-flight guides, and associated directives required for flight.

4.4.1.5.2.5. **(Added-18WG)** Access to the 33rd Rescue Squadron (33 RQS) Quick Reaction Checklists.

4.4.1.6. **(Added-18WG)** RC/WC-135 Ops Sup

4.4.1.6.1. **(Added-18WG)** RC/WC-135 Ops Sup will be responsible for the following duties:

4.4.1.6.1.1. **(Added-18WG)** Assist aircraft during In-Flight Emergencies.

- 4.4.1.6.1.2. **(Added-18WG)** Recall or divert airborne RC/WC-135s.
- 4.4.1.6.1.3. **(Added-18WG)** Initiate Conference Hotel procedures with Command Post.
- 4.4.1.6.1.4. **(Added-18WG)** Monitor and expedite aircraft launch.
- 4.4.1.6.1.5. **(Added-18WG)** Monitor approaching weather with emphasis on crosswind and lightning hazards.
- 4.4.1.6.1.6. **(Added-18WG)** Monitor bird activity and airfield status during periods when no SOF is on duty.
- 4.4.1.6.2. **(Added-18WG)** RC/WC-135 Ops Sup Equipment. The RC/WC-135 Ops Sup equipment will include:
 - 4.4.1.6.2.1. **(Added-18WG)** A dedicated multi-frequency radio (UHF and UHF SATCOM) to contact airborne aircraft.
 - 4.4.1.6.2.2. **(Added-18WG)** A cellular telephone.
 - 4.4.1.6.2.3. **(Added-18WG)** Binoculars.
 - 4.4.1.6.2.4. **(Added-18WG)** FOD receptacle.
 - 4.4.1.6.2.5. **(Added-18WG)** Access to aircraft T.O.s, checklists, in-flight guides, and associated directives required for flight.
 - 4.4.1.6.2.6. **(Added-18WG)** Access to computer generated takeoff and landing data (TOLD).
- 4.4.1.6.3. **(Added-18WG)** The 82nd Expeditionary Reconnaissance Squadron (82 ERS) will have a dedicated government vehicle (GOV) immediately available to the Ops Sup to respond to emergencies, perform airfield inspections and other official purposes. This vehicle will have flight line clearance and a multi-frequency radio (UHF) to contact airborne aircraft.
- 4.4.2. Be immediately available to assist the SOF and aircrew.
- 4.4.3. When the SOF is not qualified in the distressed aircraft or the unit does not require a SOF, be the primary source of technical assistance.
- 4.4.4. For situations where both the SOF and Ops Sup/Top 3 are not qualified to provide technical assistance to the type of aircraft airborne, schedule an instructor or experienced crewmember to be immediately available for aircraft technical assistance.
- 4.4.5. Be responsible for the execution of the daily flying schedule and coordinate any mission changes as required (e.g. aircraft tail number changes, crew swaps, flight-plan and airspace changes). **Note:** Mission commanders/flight leads are required to coordinate with the Ops Sup/Top 3 prior to the flight brief when intended sortie type, profile, airspace, and/or aircraft configuration do not match the approved schedule.
 - 4.4.5.1. Ensure the SOF is advised of any changes or deviations to the squadron's flying schedule.
 - 4.4.5.2. Ensure electronic scheduling and tracking systems are updated to include changes to and deviations from the daily flying schedule.

- 4.4.5.3. Be the primary liaison between Ops and Maintenance during the execution of the flying schedule.
 - 4.4.6. Be assisted by SARM personnel or a Duty Desk Officer (DDO) as required.
 - 4.4.7. Ensure crews are briefed on the following:
 - 4.4.7.1. Aircraft/heliport and airfield status and configuration
 - 4.4.7.2. Scheduled and available airspace
 - 4.4.7.3. Applicable weather for locations that aircrew are flying
 - 4.4.7.4. Significant local hazards
 - 4.4.7.5. Additional items as defined in the unit supplement to this instruction
 - 4.4.8. Prepare, at squadron commander's discretion, a daily log to aid in tracking operations and major events. Log format and content will be defined by the unit supplement.
 - 4.4.9. Debrief the SQ/CC and/or DO of any aircraft involved in an unusual situation, IFE, weather divert or other significant mission change.
- 4.5. Other Key Wing Personnel:**
- 4.5.1. Wing (or equivalent) commanders ensure other group commanders support the OG/CC when and where needed in order to execute an effective program.
 - 4.5.2. Mission Support group commanders are responsible for the maintenance, upgrade and repair of the applicable SOF facilities and equipment.
 - 4.5.3. Mission Support group/Logistic Readiness group commanders are responsible for maintenance, upgrade and repair of the SOF vehicle.

5. Handling of In-Flight Emergencies:

- 5.1. The primary objective during an abnormal/emergency situation is the safe recovery of the aircrew and aircraft. When establishing procedures, units will consider:
 - 5.1.1. Providing a single, discrete frequency for recovering an emergency aircraft. ATC and the emergency aircrew should determine when to use a single frequency approach (SFA). The SOF will have access to the SFA. The SFA should be available to crash/fire/rescue personnel to monitor the recovery.
 - 5.1.2. Using the command post, or other capable agency, to notify all appropriate agencies and key personnel of an IFE and provide situation updates.
 - 5.1.3. Prioritizing actions during concurrent emergencies/abnormal situations.
 - 5.1.4. Authorizing direct communications (over discrete SOF or squadron common frequency) from the Ops Sup/Top 3 to an IFE aircrew. NOTE: Only ATC personnel may authorize direct communication over ATC frequencies, including the SFA frequency. However, this does not preclude the SOF and/or Ops Sup/Top 3 from using whatever communication necessary, to include GUARD and SFA, to prevent an unsafe situation that could immediately jeopardize safe recovery.

5.1.5. That only the ground on-scene commander, normally the fire chief, can terminate an emergency.

5.1.6. That the final decision during any IFE/abnormal situation rests with the aircraft commander. However, SOFs may declare an IFE for any aircraft based on their knowledge of the aircraft and the flight and airfield environment.

5.1.7. Obtaining a chase ship for single ship emergency aircraft if time permits.

5.1.8. If the SOF is not qualified in or technically knowledgeable of the aircraft with an IFE, then directing the Ops Sup/Top 3 or other highly experienced individual to report to the SOF's duty location during an abnormal situation/recovery if time permits.

5.2. **(Added-18WG)** During an IFE, the SOF/Ops Sup/Top 3 will perform the functions outlined in AFI 11-418, Section 5 as appropriate.

5.3. **(Added-18WG)** If the SOF determines an emergency should be declared, and the pilot has not declared, the SOF will declare an emergency and advise the pilot. This is particularly applicable to the following situations:

5.3.1. **(Added-18WG)** Any aircraft malfunction requiring an arrestment or runway closure.

5.3.2. **(Added-18WG)** Any situation that requires jettison of live ordnance, inert ordnance, or external stores.

5.3.3. **(Added-18WG)** Any physiological incident.

5.4. **(Added-18WG)** KC-135 Handling of In-Flight Emergencies. During a KC-135 IFE, the Ops Sup will perform the functions outlined in AFI 11-418, Paragraphs 5.1.2, 5.1.3, 5.1.4, 5.1.5, and 5.1.6.

5.5. **(Added-18WG)** E-3 Handling of In-Flight Emergencies. During an E-3 IFE, E-3 technical assistance will be provided by a Technical Representative (Tech Rep). The Tech Rep position will be manned by an Experienced Aircraft Commander or Experienced Flight Engineer. If the E-3 Ops Sup is not an experienced AC/FE, a Tech Rep will be scheduled. When required, the Tech Rep will be available via telephone (land-line or cellular) at all times during the scheduled flying period. The Tech Rep is responsible for providing technical assistance and recommendations as required in handling aircraft emergencies.

5.6. **(Added-18WG)** HH-60 Handling of In-Flight Emergencies. During an HH-60 IFE, the Ops Sup will perform the functions outlined in AFI 11-418, Paragraphs 5.1.2, 5.1.3, 5.1.4, 5.1.5, and 5.1.6.

5.7. **(Added-18WG)** RC/WC-135 Handling of In-Flight Emergencies. During a RC/WC-135 IFE, a duty Instructor Pilot (IP) will be available to assist the Ops Sup and aircrew in the safe recovery of the aircraft. When required, the duty IP will be available via telephone (land-line or cellular) at all times during the scheduled flying period.

6. SOF Guidance. Unless noted otherwise, this guidance applies to the Ops Sup/Top 3 when a SOF is either unavailable or not used.

6.1. SOF/ATC Relationship:

6.1.1. The separation and sequencing of traffic are the responsibilities of ATC. Unless safety is an issue, the SOF will work directly with the watch supervisor. To promote effective and efficient flight operations, the SOF may suggest, based on knowledge of the flying schedule and unique circumstances of individual missions, actions that affect ATC concerns or desires.

6.1.2. Except in an emergency, the SOF will not transmit over ATC frequencies without prior coordination with ATC (this does not apply to dedicated SOF frequencies). All radio transmissions to a distressed aircrew, from other than the SOF or ATC, will be coordinated through the SOF (this does not apply to the Ops Sup/Top3 if communicating to the aircrew via a squadron common frequency).

6.2. Duty Hours:

6.2.1. Prior to beginning supervisory duties, the SOF will meet crew rest requirements as directed by AFI 11-202 Volume 3, *General Flight Rules*, as supplemented.

6.2.1.1. **(Added-18WG)** Maximum SOF Tour. The maximum SOF duty day is 12 hours, day or night, unless waived by 18 OG/CC IAW AFI 11-418, Section 6.2.

6.2.1.2. **(Added-18WG)** SOF tours will be scheduled to be no more than eight hours in length during normal 18 WG flying operations, and ten hours in length during exercises/contingency operations. The OG/CC may waive tour length up to 12 hours IAW AFI 11-418, Section 6.2.

6.2.1.3. **(Added-18WG)** The closing SOF is scheduled to have a minimum of one hour of additional duty day remaining beyond the expected end of the tour in order to provide SOF coverage for divers, late landings, or other unforeseen events.

6.2.2. Maximum duty day for SOF is 16 hours with a limit of 12 hours performing SOF duties. The OG/CC is waiver authority and may extend a SOF duty day up to 16 hours on a case-by-case basis. (AFGSC Missile Wings: For alert and scramble operations, the SOF maximum duty day is 24 hrs as long as alert/sleeping facilities are readily available).

6.2.3. The SOF will be at the prescribed duty location IAW Table 1 NLT 30 minutes prior to first takeoff in order to complete required duties in paragraph 4.3

6.3. Duty Location:

6.3.1. **Primary Duty Location.** The primary duty location for active duty units will be in the control tower. (AFGSC Missile Wings: the primary duty location will be designated by the OG/CC).

6.3.2. **Alternate Duty Location.** The OG/CC will designate alternate duty locations in the unit supplement to this instruction. As a minimum, the location must have adequate communication equipment and the capability to monitor weather conditions. It is desirable to have a SOF duty position from which ground operations, takeoffs, landings and local traffic patterns can be observed. The following is a list of recommended alternate locations:

6.3.2.1. The SOF vehicle on the airfield.

6.3.2.2. The runway monitoring unit (RMU)/runway supervisory unit (RSU).

6.3.2.3. The unit dispatch desk.

6.3.2.4. The command post.

6.3.3. At both the primary and alternate duty locations the SOF will have timely access to a SOF vehicle and the airfield environment when required. **AFRC**: units are not required to have a dedicated vehicle for the SOF, but must be provided access to a vehicle to perform required duties in a timely manner.

6.4. **Equipment:**

6.4.1. The following communication equipment must be functional and immediately available to the SOF:

6.4.1.1. A dedicated multi-frequency radio (UHF, VHF and/or HF, as appropriate based on supported aircraft capabilities).

6.4.1.2. A telephone (land-line or cellular telephone) or FM radio to contact the OG/CC (or designated representative), command post, Ops Sups, weather facility and ATC watch supervisors. Dedicated phone lines (hot-lines) are preferred.

6.4.2. Access to approved weather resources will be available (net-centric data dissemination system, etc).

6.4.3. Units are required to have a dedicated SOF vehicle immediately available to the SOF and positioned to respond to emergencies, perform airfield inspections, or other official functions. This vehicle must have a flight line clearance and be equipped with a multi-channel radio capable of contacting unit aircraft and ATC. Waiver authority for this requirement is the Wing Commander or equivalent.

6.4.4. Locally developed checklists will be available to outline procedures for normal and emergency situations that included, as a minimum, the items listed in [Attachment 2](#).

6.4.5. Dedicated binoculars will be immediately available for SOF use when either in the primary or alternate duty location for a clear view of the runway.

6.4.6. A SOF library will be available (either hard copy or electronic as outlined in the unit supplement to this instruction) that includes applicable directives and instructions (to include AF, HHQ, and local guidance), aircraft TOs, checklists, in-flight guides, and SOF read/information file.

6.4.7. If the SOF must reposition to an alternate location, the minimum essential equipment outlined in this section will be available at this new location (pre-positioned or transported).

6.5. **Certification:**

6.5.1. SOF nominees will be experienced (IAW paragraph 1.3.), rated officers with proven maturity, judgment and supervisory ability and must be combat mission ready (CMR) or basic mission capable (BMC) in a unit aircraft

6.5.1.1. Non-CMR (N-CMR)/non-BMC (N-BMC) aircrew members may perform SOF duties at the discretion of the OG/CC on the condition that the status must be temporary in nature and all SOF currencies must be maintained IAW paragraph 6.7.

6.5.2. To gain initial certification, all SOFs will complete the SOF upgrade program IAW paragraph 6.6.

6.5.3. SOFs that are currently under a Duties Not Involving Flying (DNIF) status may perform SOF duties when specifically cleared by a flight surgeon on an AF Form 1042.

6.5.4. Loss of SOF certification will occur for any of the following reasons:

6.5.4.1. PCS or 179/365 day TDYs (unless the individual is performing SOF duties and able to retain currency while TDY).

6.5.4.2. Direct action by the OG/CC through a written statement in the individuals training folder and removal from the unit "Letter of Xs" or equivalent document. Any supervisor may recommend action to the OG/CC for the removal of an individual's SOF certification.

6.5.5. The source documents for certifying SOF certifications are the OG/CC-signed approval document in the individual's training folder and the unit "Letter of Xs" or equivalent document.

6.5.6. Units will define who is certified to upgrade other aircrew members to SOF in the unit supplement to this instruction.

6.6. Certification Program:

6.6.1. Documentation of the unit upgrade program will be described in the unit supplement to this instruction, but will, at a minimum, include a signed document by the OG/CC kept in the individuals training folder that approves him/her for SOF duties. Additionally, upon completion of the upgrade flow, the unit "Letter of Xs" or equivalent document will be updated to reflect the SOF certification.

6.6.2. Squadron commanders will screen and review (IAW para. 6.5.) all SOF candidates before nominating them for entry into the upgrade program.

6.6.3. All SOF candidates will receive an interview and briefing from the OG/CC on responsibilities, personal philosophy and expectations. OG/CCs will emphasize the SOFs position as a group level supervisor and that decision authority is delegated to the SOF position to ensure the safe accomplishment of the mission.

6.6.4. The SOF upgrade will consist of two supervised tours of two hours each (minimum of 4 hours of training time) with a current and experienced SOF, as defined in the unit supplement. The tours will be conducted on two different days in order to maximize the chances of the upgradee to observe differing wind and weather conditions. Upgradees will act as primary SOF on their second upgrade tour. The upgrade tours must include the following:

6.6.4.1. Familiarization with airfield/heliport procedures, primary and alternate duty locations, and local support agencies with emphasis on both unit and aircraft-specific operating procedures (AF, HHQ, and local), specifically capabilities and limitations.

6.6.4.2. Operation of all SOF equipment and radios.

6.6.4.3. Contact procedures for aircraft and support agencies.

6.6.4.4. A review of publications and directives available to the SOF.

6.6.4.5. Operation of SOF vehicle (requires a flight line permit/license).

6.6.4.6. Successful handling of an IFE/PL (actual or simulated).

6.6.4.7. Procuring/observing weather (to include forecaster duties and priorities) information.

6.6.4.8. Approach/Departure control information.

6.6.4.9. Tower operations.

6.6.5. Additionally, prior to being certified as a SOF, upgrades will accomplish the following additional training/familiarization items:

6.6.5.1. Crash/fire/rescue operations.

6.6.5.2. Explosive ordnance disposal operations.

6.6.5.3. Airfield Management operations.

6.6.5.4. Command post operations.

6.6.5.5. Airfield Drivers License. **ANG/AFRC:** N/A if a SOF vehicle is either not provided or there is not a need to drive on the actual airfield environment.

6.6.5.6. Performance aspects and general characteristics of all base assigned aircraft.

6.6.5.7. Accomplish a written examination containing a minimum of 25 questions on SOF duties, procedures and responsibilities. Minimum passing grade is 85 percent with all missed questions reviewed immediately following grading of the exam.

6.6.6. The OG/CC will review upgradee training records and approve each upgradee in writing prior to the individual performing SOF duties.

6.6.7. For previously certified SOFs, the OG/CC may waive the upgrade requirements of these paragraphs, but at a minimum, the upgradee will perform at least one supervised SOF tour with an experienced SOF with emphasis on local procedures. **EXCEPTION:** SOFs who have lost certification due to N-CMR/N-BMC status IAW para. 6.5.1.2, but still have currency IAW para. 6.7. In this case, the SQ/CC must ensure that the unit "Letter of Xs" or equivalent document is updated appropriately before the individual performs SOF duties.

6.7. Currency/Recurrency.

6.7.1. SOF currency is 90 days. **ANG/AFRC:** 180 days (**AETC ANG/Reserve Associate Instructor Pilots:** 90 days).

6.7.2. Individual squadrons will track SOF currencies (Aviation Resource Management System [ARMS] preferred).

6.7.3. To regain currency, as a minimum, accomplish a 1-hour supervised tour with a current and certified SOF.

6.8. Continuation Training (CT):

6.8.1. At a minimum SOF CT will involve semi-annual SOF meetings attended by all certified SOFs (highly encouraged for Ops Sups/Top 3s). OG/CCs will be involved in

developing meeting agendas. If unable to attend, SOFs will review meeting minutes that will be posted to the SOF readfile prior to their next SOF duty.

6.8.2. Annually, all SOFs are required to review applicable SOF guidance and directives as published in this instruction, unit supplement, and the SOF readfile. Additionally all SOFs will receive a briefing from the OG/CC on responsibilities, expectations and commander perspective (this briefing may be held as part of a semi-annual meeting). If unable to attend the OG/CC briefing, SOFs will review briefing minutes that will be posted to the SOF readfile prior to their next SOF duty.

6.9. Program Administration:

6.9.1. The OG/CC will designate an Office of Primary Responsibility (OPR) for the administration of the program.

6.9.2. The OPR will:

6.9.2.1. Develop and administer the SOF initial training program.

6.9.2.2. Develop and administer the SOF certification test. This is a controlled test of at least 25 questions that will be updated and reviewed annually.

6.9.2.3. If not retained by the squadron in individual training folders, the OPR will retain all original initial certification and continuation training records until the individual PCSs to their next assignment.

6.9.2.4. Establish standardized procedures throughout the unit for monitoring SOF currencies and continuation training requirements (ARMS preferred).

6.9.2.5. Schedule and give semi-annual SOF meetings.

6.9.2.6. Post SOF meeting minutes in the SOF readfile within one week of the meeting.

6.9.2.7. Develop normal and emergency SOF checklists and review/update annually (reference [Attachment 2](#)).

6.9.2.8. Update the SOF library publications as required (reference para. 6.4.6.).

6.9.2.9. Develop the unit supplement to this instruction.

6.9.2.10. Work with all necessary base agencies to ensure SOF equipment is maintained in operating condition and is adequate for mission accomplishment.

6.10. **(Added-18WG)** The opening SOF will establish fuel requirements for Kadena fighter flying operations, and ensure that this requirement is included in the Automated Terminal Information System (ATIS). The SOF will be in position and ready for flying operations prior to the first scheduled fighter taxi.

6.11. **(Added-18WG)** The SOF will monitor the Shogun Net on the FM radio at all times while on duty.

6.12. **(Added-18WG)** SOF Changeover. SOF changeover will not take place until all emergencies in progress have been terminated.

6.13. **(Added-18WG)** The SOF's primary duty location during local fighter flying is in the control tower. The SOF in the tower has immediate access to base agencies, an unrestricted

view of the Kadena airfield, and access to the tower radar scope. The SOF (callsign: "SHOGUN 10") should be advised of problems encountered with any type of aircraft either through direct communication with the aircraft or through the appropriate Ops Sup/Top 3.

6.14. **(Added-18WG)** If the tower is evacuated, the SOF will move to the alternate location as recommended by the senior tower supervisor. The north side Fire Station (Bldg 3579), the SOF truck, and any flying unit Ops Desk are pre-approved alternate SOF locations. The SOF will take the mobile SOF kit, binoculars, and FM radio to the alternate location and advise the OG/CC of the new location.

6.15. **(Added-18WG)** During deployed operations, units will designate an Ops Sup for all deployed local flying and the launch and recovery of deploying aircraft. The duty location of the Ops Sup will be directed by the deployment commander after coordinating with the host unit. The Ops Sup must have access to a multi-channel UHF radio and a phone capable of dialing air traffic control facilities directly. A Fighter Ops Sup/Top 3 must have a deployment SOF kit immediately available.

6.16. **(Added-18WG)** The 18 WG SOF vehicle will be parked at the base of the Air Traffic Control Tower. 18 OSS/OSAM, Airfield Management, will maintain overall responsibility for the 18 WG SOF vehicle. 18 OG/ OGVEF, Fighter Standards and Evaluation Branch, will perform monthly inspections and ensure periodic maintenance is complied with when notified by 18 OSS/OSAM. Opening SOFs will inspect the vehicle in accordance with AF Form 1800, *Operator's Inspection Guide and Trouble Report*.

6.17. **(Added-18WG)** The SOF Reference Guide contains the locally developed checklists used for normal and emergency procedures. 18 OG/OGV, Fighter Branch, will maintain SOF Reference Guide and distribute electronic copies to the 44th Fighter Squadron (44 FS) and the 67th Fighter Squadron (67 FS) Standardization and Evaluation Liaison Officers for inclusion in the squadron deployment SOF kit.

6.18. **(Added-18WG)** 18 WG SOF kits will include:

6.18.1. **(Added-18WG)** AFI 11-2F-15, Vol 3 and KADENA AB Sup, *F-15--Operations Procedures*.

6.18.2. **(Added-18WG)** AFI 11-202, Vol 3, *General Flight Rules*.

6.18.3. **(Added-18WG)** AFI 11-418, *Operations Supervision* and 18 WG Sup (store in Vol 1).

6.18.4. **(Added-18WG)** Technical Order (T.O.) 1F-15A-1, *F-15 Flight Manual*.

6.18.5. **(Added-18WG)** TO 1F-15A-1-1, *F-15 Flight Manual Performance Data*.

6.18.6. **(Added-18WG)** TO 1F-15A-1CL-1, *F-15 Dash-1 Checklist*.

6.18.7. **(Added-18WG)** 18 WG F-15C, *In-flight Guide* (Add deployed In-flight Guide when deployed).

6.18.8. **(Added-18WG)** Appropriate Flight Information Publications (FLIP).

6.18.9. **(Added-18WG)** SOF Reference Guide.

6.19. **(Added-18WG)** The SOF publications will be organized as follows:

- 6.19.1. **(Added-18WG)** Volume 1, consisting of:
 - 6.19.1.1. **(Added-18WG)** SOF Read File.
 - 6.19.1.2. **(Added-18WG)** AFI 11-418 and 18 WG Sup.
- 6.19.2. **(Added-18WG)** Volume 2, consisting of:
 - 6.19.2.1. **(Added-18WG)** SOF Reference Guide.
- 6.19.3. **(Added-18WG)** Volume 3, consisting of:
 - 6.19.3.1. **(Added-18WG)** TO 1F-15A-1.
 - 6.19.3.2. **(Added-18WG)** TO 1F-15A-1-1.
- 6.19.4. **(Added-18WG)** Volume 4, consisting of:
 - 6.19.4.1. **(Added-18WG)** AFI 11-2F-15, Vol 3 and KADENA AB Sup.
 - 6.19.4.2. **(Added-18WG)** AFI 11-202, Vol 3.
- 6.19.5. **(Added-18WG)** Loose Publications, consisting of:
 - 6.19.5.1. **(Added-18WG)** TO 1F-15A-1CL-1.
 - 6.19.5.2. **(Added-18WG)** Shogun Inflight Guide, Vol 1 and 2.
 - 6.19.5.3. **(Added-18WG)** FLIP as required.
- 6.20. **(Added-18WG)** Hand-carry the following items in the mobile SOF kit when evacuating the tower:
 - 6.20.1. **(Added-18WG)** Loose Pubs, consisting of:
 - 6.20.1.1. **(Added-18WG)** T.O. 1F-15A-1CL-1.
 - 6.20.1.2. **(Added-18WG)** Shogun In-flight Guide, Vol 1 and 2.
 - 6.20.1.3. **(Added-18WG)** FLIP.
- 6.21. **(Added-18WG)** Unit SOF Kits. Each fighter squadron will have a unit SOF kit that duplicates the tower SOF kit.
- 6.22. **(Added-18WG)** SOF Candidate Interview. 18 OG/CC or designated representative will provide the interview and briefing to SOF candidates.
- 6.23. **(Added-18WG)** An opening SOF tour must be accomplished on one of the upgrade tours.
- 6.24. **(Added-18WG)** Experienced SOF (E-SOF). Qualifications for E-SOF are the sooner of 60 days local SOF experience *or* 5 SOF tours for previously qualified SOFs, or 4 months SOF experience *and* 5 SOF tours for newly upgraded SOFs (i.e. Kadena is their first time as a SOF).
- 6.25. **(Added-18WG)** Experienced SOF documentation. Upgrade will be automatic upon reaching the experience required. Qualification date will be annotated on the individual's upgrade letter with OG/CC signature. Squadrons will track qualification on Letter of X's.

6.26. **(Added-18WG)** SOF Annual Review. SOF annual review will be documented in the SOF Read File.

6.27. **(Added-18WG)** SOF Program OPR. 18 OG/OGV is the OPR for the SOF program.

6.28. **(Added-18WG)** SOF currencies will be tracked at the squadron level using ARMS.

6.29. **(Added-18WG)** SOF Reference Guide will be reviewed annually.

7. CONFERENCE HOTEL Procedures. These procedures make aircraft specialists accessible to the SOF or Ops Sup and aircrew when in-flight situations pose systems-related questions that cannot be answered at the local level. See [Attachment 4](#) for MDS-specific procedures.

7.1. Lead MAJCOMs are responsible for keeping CONFERENCE HOTEL information updated. As a minimum, information will be checked annually and updated as required. When notified that CONFERENCE HOTEL information has changed, Lead MAJCOM must submit the change to ACC/A3TV within 48 hours.

7.2. Units that experience problems with CONFERENCE HOTEL procedures will report problems through stan/eval channels to their MAJCOM stan/eval function. The MAJCOM stan/eval function will ensure the Lead MAJCOM is informed so that CONFERENCE HOTEL information can be updated.

7.3. If units discover updated CONFERENCE HOTEL contact information different from the information in this guidance, they will immediately verify the corrected information and forward it via email through NAF/MAJCOM stan/eval channels to ACC/A3TV (no AF Form 847 required).

7.4. **(Added-18WG)** The Ops Sup will be the point of contact (POC) for E-3, KC-135 and HH-60 Conference Hotel procedures. The SOF will be the POC for F-15 Conference Hotel procedures.

8. Unit Supplement. Each unit will provide a supplement to this instruction that, at a minimum, includes the following items:

8.1. Unit organization with a designated OPR of the Operations Supervision program (para. 6.9.1.).

8.2. Alternate SOF locations and specific equipment requirements as well as the extent of the unit operations complex for determining Ops Sup duty location. (para. 6.3. and Table 1, Note 1 & 3).

8.3. Supervision requirements and duty locations when an FCF is airborne (para 3.2., Note 1).

8.4. Building and maintenance of a SOF Read File.

8.5. Local procedures and checklists for SOFs (reference [Attachment 2](#)) to include format and content of the daily log (para. 4.3.10.) as well as medium (i.e. electronic, hardcopy, or combination) for the SOF library (para. 6.4.6.).

8.6. Procedures for how deployed units will integrate into host unit operations supervision structure.

8.7. Procedures (pager, phone, radio, etc.) for base C2 personnel to contact unit supervision during flying operations.

8.8. Local CONFERENCE HOTEL procedures.

8.9. Procedures for documenting and correcting Operations Supervision program and equipment deficiencies.

8.10. Ops Sup/Top 3 qualifications, currencies, upgrade programs, crew rest and maximum duty period (if any).

8.10.1. At a minimum, Ops Sup/Top 3 upgrade will consist of at least one supervised tour with an experience Ops Sup/Top 3 with a review of applicable AF, HHQ, and local published guidance relating to the daily operations and supervision of squadron aircraft.

8.10.2. Documentation for the Ops Sup/Top 3 upgrade is at the discretion of the unit, but will include, as a minimum, proof of training completion that is stored in the individual's training folder (as applicable).

8.11. **ANG/AFRC:** Determination of who (other than the WG/CC or OG/CC), can cancel flying.

8.12. **ANG/AFRC:** Designate both the primary and alternate SOF duty locations (para. 6.3.2.).

8.13. **ANG/AFRC:** Establish procedures for other highly qualified individuals to assist with SOF and Ops Sup/Top 3 duties and responsibilities if required during times when one supervisor is covering both SOF and Ops Sup/Top 3 positions.

9. Special provisions for ANG/AFRC and smaller than wing-sized units (e. g. GSUs).

9.1. If a unit operates from a location with another organization (i.e., tenant unit), integration into host unit supervisory program should be attempted if operations are compatible. These procedures will be implemented through LOAs/MOAs.

9.2. At the discretion of the OG/CC (or equivalent), more than one supervisory position may be covered by a single supervisor. The responsibilities of the SOF position take priority over all other duties and a single Ops Sup will be SOF certified.

9.3. AFGSC helicopter units and missile wings are considered smaller than wing-sized units.

10. Waivers.

10.1. Unless otherwise stated, the OG/CC is the waiver authority for this instruction.

10.2. Waivers may be issued for a maximum of 1 year or until this instruction is superseded or a change is posted that affects the paragraph(s) being waived, whichever occurs first. If annual waivers are issued they must be reviewed semi-annually (in connection with the semi-annual SOF CT meeting preparation) to ensure their individual validity.

10.3. Forward a copy of any waivers through local stan/eval channels to the MAJCOM Stan Eval function who will then forward a copy to the OPR for this instruction. **ANG/AFRC:** forward a copy to the Numbered Air Force /A3 with oversight responsibility. ACC-gained ANG units will forward a copy to ACC/A3G.

HERBERT J. CARLISLE, Lt Gen, USAF
DCS, Operations, Plans and Requirements

(18WG)

MATTHEW H. MOLLOY, Brigadier General, USAF
Commander

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

AFPD 11-4, *Aviation Service*, 01 Sep 2004

AFI 11-202 Volume 3, *General Flight Rules*, 22 Oct 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 11-2MDS Volume 1, *MDS-specific Aircrew Training*

AF RDS on the AF Portal at the AFRIMS link, <https://www.my.af.mil/gcss-af61a/afirms/afirms/>

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

A/C—Aircraft

ACC—Air Combat Command

AETC—Air Education Training Command

AFB—Air Force Base

AFGSC—Air Force Global Strike Command

AFMAN—Air Force Manual

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

ALC—Air Logistics Center

AMC—Air Mobility Command

ANG—Air National Guard

AOO—Air operations officer

ARMS—Aviation Resource Management System

ATC—Air traffic control

BMC—Basic Mission Capable

CMR—Combat Mission Ready

CT—Continuation training

C2—Command and Control

DNIF—Duty not involving flying
DSN—Defense switching network
FCF—Functional check flight
FM—Frequency modulation
FOUO—For Official Use Only
HF—High frequency
IAW—In accordance with
IFE—In-flight emergency
LM—Lockheed Martin
LOA—Letter of agreement
MAF—Mobility Air Forces
MAJCOM—Major command
MDS—Mission design series
MOA—Memorandum of agreement
N/A—Not applicable
N/R—Not required
N-BMC—Non-Basic Mission Capable
N-CMR—Non-Combat Mission Ready
OC-ALC—Oklahoma City Air Logistics Center
OO-ALC—Ogden Air Logistics Center
OG/CC—Operations group commander
OPR—Office of primary responsibility
Ops Sup—Operations supervisor
OSA—Operational Support Airlift
PACAF—Pacific Air Forces
PL—Precautionary Landing
POC—Point of contact
RAMC—Reliability and Maintainability Center
RDS—Records Disposition Schedule
RMU—Runway monitoring unit
RSU—Runway supervisory unit
SARM—Squadron Aviation Resource Management

SFA—Single frequency approach

SOF—Supervisor of flying

SQ/CC—Squadron Commander

TACC—Tanker Airlift Control Center

TO—Technical Order

Top 3—Another term for Operations Supervisor

UAS—Unmanned Air System

UHF—Ultra high frequency

USAF—United States Air Force

USAFE—United States Air Force in Europe

VHF—Very high frequency

WG—Wing

WG/CC—Wing commander

WR-ALC—Warner Robins Air Logistics Center

Attachment 1 (18WG)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI11-2E-3V3, *Operations Procedures*, 14 February 2012
AFI11-2E-3V3_18WGSUP, *E-3 Operations Procedures*, 31 January 2012
AFI11-2F-15V3,F-15--*Operations Procedures*, 21 July 2004
AFI11-2F-15V3_KADENAABSUP, *F-15-Operations Procedures*, 13 September 2011
AFI11-2HH-60V3, *HH-60--Operations Procedures*, 5 January 2011
AFI11-2HH-60V3_KADENAABSUP, *HH-60--Operations Procedures*, 29 June 2011
KAB Plan 91-212, *Bird Aircraft Strike Hazard (BASH) Plan*
TO 1F-15A-1, *F-15 Flight Manual*
TO 1F-15A-1-1, *F-15 Flight Manual Performance Data*
TO 1F-15A-1CL-1, *F-15 Dash-1 Checklist*
KADENAABI13-204, *Airfield Operations Instruction*, 19 June 2012

Prescribed Forms

18 WG Form 22, *Kadena AB SOF Tour Report*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 1800, *Operator's Inspection Guide and Trouble Report*

Abbreviations and Acronyms

AB – Air Base
ATIS – Automated Terminal Information System
BWC – Bird Watch Condition
FLIP – Flight information publications
FOD – Foreign object damage
IP – Instructor pilot
LMR – Land Mobile Radio
MDS – Mission design series
NOTAMS – Notices to airmen
RAPCOM – Radar Approach Control
RCR – Runway condition reading
RTB – Return to base
TOLD – Takeoff and Landing Data

Attachment 2

SOF PROCEDURAL/EMERGENCY CHECKLIST

A2.1. Procedural Checklist. The SOF will have available a procedural checklist that includes detailed instructions for the following (if applicable):

Table A2.1. SOF Procedural/Emergency Checklist.

Item Number	Item
1	Opening
2	SOF changeover
3	Closing
4	OG/CC notification
5	Aircraft emergency
6	Barrier engagement
7	Emergency divert
8	Weather recall
9	Change of runway
10	Runway closure
11	Anti-hijack
12	Communications search
13	Aircraft dispersal
14	Controlled bailout

15	Hung ordnance
16	Bird condition
17	Controlled jettison
18	Hydrazine spill/exposure
19	Hot brakes
20	Suspected Lasing Incident
21	Aircraft crash
22	Alert force exercise/scramble (if applicable)
23	Contractor/depot emergency telephone numbers
24	Telephone numbers for applicable regional SOFs
25	Telephone numbers for local Federal Aviation Administration (FAA) flight service (if OCONUS, numbers for the associated Host Nation ATC facility), local terminal radar facility, and other local control towers and/or radar facilities that could potentially be used as alternate airfields

Attachment 3**SUPERVISOR OF FLYING CHECKLIST GUIDE**

A3.1. Normal Procedures. Note: This checklist is an example of a normal checklist. Actual local checklist contents are at the discretion of the OG/CC.

A3.1.1. Report to duty location 30 minutes prior to first scheduled takeoff.

A3.1.2. Review and sign off Flight Crew Information File/SOF read file.

A3.1.3. Review daily flying schedule.

A3.1.4. Ensure all ramps, taxiways, runways and appropriate areas are inspected before the first flight of the day (visual inspection by the SOF is not required if airfield management has performed the inspection).

A3.1.5. Inspect SOF kit and equipment for currency/operation.

A3.1.6. Obtain current information on:

A3.1.6.1. Weather:

A3.1.6.1.1. Local

A3.1.6.1.2. Divert bases

A3.1.6.1.3. Operating areas and ranges

A3.1.6.1.4. Low-level routes

A3.1.6.2. Airfield Status (Local and Divert Bases):

A3.1.6.2.1. Active runway

A3.1.6.2.2. Barriers

A3.1.6.2.3. Runway condition reading

A3.1.6.2.4. Notices to Airman

A3.1.6.2.5. Navigational aids

A3.1.6.2.6. Airfield lighting

A3.1.6.2.7. Bird activity

A3.1.6.2.8. Emergency response vehicle status

A3.1.7. Brief the OG/CC or his designated representative on the airfield status, weather conditions, divert bases, unusual events and the daily flying schedule.

Attachment 4

CONFERENCE HOTEL PROCEDURES

A4.1. CONFERENCE HOTEL Procedures. CONFERENCE HOTEL procedures have been established so expert technical advice is available to an aircrew, SOF or other supervisor to assist in the recovery of a serious in-flight emergency. These procedures can put the OG/CC, SOF or Ops Sup/Top 3 directly in contact with a representative from the Air Logistics Center (ALC), the Wright Patterson Program Office, or the contractor.

A4.2. Emergency Assistance Numbers. The following contractor, Program Office or ALC numbers provide a link to the most knowledgeable maintenance and engineering personnel for each weapons system. Once the terms "placing a CONFERENCE HOTEL call" are expressed, the person receiving the call will put the flying supervisor in contact with the appropriate experts.

A4.3. Call Initiation. To initiate CONFERENCE HOTEL, contact the appropriate facility IAW [A4.1](#) and provide the following information:

A4.3.1. Indicate you are initiating a (simulated or actual) CONFERENCE HOTEL call for an in-flight emergency.

A4.3.2. Caller's name and telephone number/base.

A4.3.3. Type aircraft.

A4.3.4. Nature of problem. In all cases, stress to the person(s) contacted that the problem involves an AIRBORNE EMERGENCY and technical assistance is required.

A4.4. Air Logistics Centers and Their Locations:

A4.4.1. OC-ALC --Oklahoma City, OK (Tinker AFB)

A4.4.2. OO-ALC --Ogden, UT (Hill AFB)

A4.4.3. WR-ALC --Warner Robins, GA (Robins AFB)

A4.5. Specific Aircraft Paragraphs. See [Table A4.1](#) for MDS-specific CONFERENCE HOTEL reference paragraphs.

Table A4.1. MDS-Specific CONFERENCE HOTEL Reference Paragraphs.

MDS	Para	MDS	Para	MDS	Para
A/OA-10	A4.2.	C-20/C-37	A4.12.	10KC-135	A4.21.
B-1	A4.3.	CV-22	A4.13.	MQ-1/ MQ-9	A4.22.
B-2	A4.4.	E-3 / E-4 / E-8	A4.14.	R/O/W/T/ C-135	A4.23.
B-52	A4.5.	F/QF-4 (all variants)	A4.15.	RQ-4	A4.24.
C-5	A4.6.	F-15 (all variants)	A4.16.	RQ-170	A4.25.
C-9	A4.7.	F-16 (all variants)	A4.17.	T-1	A4.26.
C-12	A4.8.	F-22A	A4.18.	T-6	A4.27.
C-17	A4.9.	F-35	A4.18.	T/ AT-38	A4.28.
C-21	A4.10.	Helicopters	A4.19.	U-2	A4.29.
C-130 (all variants)	A4.11.	KC-	A4.20.	RC-26	A4.30.

Table A4.2. A/OA-10:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE A-10 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	Brett Hamblin Guy Thatcher Bob Anderson
NON-DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to A-10 CONFERENCE HOTEL POCs. Hill Command Post will maintain a current listing of home telephone numbers for below POCs.	DSN: 777-3007 Comm: (801) 777-3007	

Table A4.3. B-1:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing Reliability and Maintainability Center (RAMC)	(800) 596-2951	Wilson Scott
NON-DUTY HOURS:	Call Tinker RAMC	Comm: (405) 610-3428	

Table A4.4. B-2:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call B-2 Support Center	DSN: 272-7300 Comm: Pri (661) 272-7300 Alt (661) 272-7999 Alt (661) 272-7693	Jim Koharik

Table A4.5. B-52:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 or Comm: (206) 655-9200 or DSN: 743-5687	Bob Snellenberg
	Routine, non-emergency assistance, call	Comm: (316) 977-0183	

Table A4.6. C-5:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Lockheed Martin	DSN: 625-9001 or Comm: (770) 494-1705 Comm: (770) 494-3244	David Ables
	Call WR-ALC	DSN: 472-1207 or Comm (478) 222-1207 (478) 318-6303	Russ Alford
NON- DUTY HOURS:	Contact WR-ALC Command Post and ask for home phone number for above personnel. WR-ALC Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 497- 2612/13/14/15. Comm: (478) 327-2612 13/14/15	

Table A4.7. C-9:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Boeing	DSN: 576-6282 or Comm: (618) 256-6282 Comm: (618) 420-2205 (cell – after hours)	Dave Williams
DUTY HOURS:	Call OC-ALC/LKRE	DSN: 336-5384 or Comm: (405) 736-5384	Tony Sitler (Lead C-9 Engineer)
NON-DUTY HOURS	Call TINKER Command Post, and ask for home phone numbers for above personnel. Tinker Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 339-2171 or Comm: (405) 739-2171	

Table A4.8. C-12:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Vertex Aerospace, Madison, MS	Comm: (601) 607-6231 or (601) 607-6345	Ron Paschal Mark Billings
NON-DUTY HOURS	Call Vertex Aerospace, Madison, MS and ask for a phone patch to the POC's home.	Comm: (601) 856-2274 Comm: (601) 672-1171 (cell) or (601) 672-1169(cell)	Office Ron Paschal Mark Billings

Table A4.9. C-17:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing	Comm: 562-384-3800	Mike Maidland
24 HOURS:	Call Robins Command Post and ask for home phone numbers for above personnel. Robins Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 497-2612/13/14/15 or Comm: (478) 327-2612 /13/14/15	

Table A4.10. C-21:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OC-ALC/GKSS	DSN: 336-3322 or Comm: (405) 736-3322	Bob Douglas (C-21 Lead Engineer)
NON-DUTY HOURS	Call Tinker Command Post, and ask for the C-21 Program Manager. Tinker Command Post will maintain a current listing of home telephone numbers for POCs	DSN: 339-2171 or Comm: (405) 739-2171	

Table A4.11. C-130 Variants (All variants).

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Lockheed Martin Technical Representative:	DSN: 625-9001 or Comm: (770) 494-1705	Steve Horbath Mark Neas Wayne Roberts
NON-DUTY HOURS:	Call Robins Command Post and ask for home phone numbers for above personnel. Robins Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 497-2612/13/14/15 or Comm: (478) 327-2612 /13/14/15	

Table A4.12. C-20/C-37:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Gulfstream Aerospace Corporation	1-800-810-4853 Press 0 for emergency	

Table A4.13. CV-22.

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Contact POCs at Patuxent River Naval Air Station MD CONTACT POCs (V-22 Fleet Support Team (FST) at NADEP Cherry Point NC	Comm: (850) 881-3105/4474	Mark Whittle (lead FST) Bruce Ammons (deputy FST) Eric Braganca
NON-DUTY HOURS		Comm: (252)-349-2107/2112 (Cell)	Mark Whittle (lead FST) Bruce Ammons (deputy FST)

Table A4.14. E-3 / E-4 / E-8:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	206-544-7555	

Table A4.15. F/QF-4:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE F/QF-4 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	
NON-DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to F/QF-4 Conference Hotel POCs. Hill Command Post will maintain a current listing of home telephone numbers for listed POCs.	DSN: 777-3007 or Comm: (801) 777-3007	Grant Herring Brett Hamblin

Table A4.16. F-15 (all Variants):

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Primary: Call Boeing in St Louis directly on the dedicated CONFERENCE HOTEL numbers. Once connected with the Boeing operator, state: "THIS IS A CONFERENCE HOTEL CALL FOR THE F-15"	(866) 543-5444 toll free or Comm: (314) 232-9999	

Table A4.17. F-16 (All Variants).

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	(Actual emergencies only): Call Lockheed Martin Aeronautics Company	DSN: 940-1284 or Comm: (817) 935-5011	Ken Worell Davey Thorn
NON-DUTY HOURS:	Ask Lockheed Martin Aeronautics Company to patch through to POC home telephone numbers. Lockheed Fort Worth Company will maintain a current listing of home telephone numbers for below POCs.	DSN: 9401284 or Comm: (817) 935-5011 and Ask to be patched through to the F-16 POC.	Steve Jennings David Vandercook

Table A4.18. F-22A and F-35.

F-22A			
TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Primary: Call Lockheed Martin (LM) Aero Marietta Company Security: State: "THIS IS A CONFERENCE HOTEL CALL."	DSN: 625-9001 or Comm: (770) 494-1705 (M-F, 0600-1945 US Central Time)	Tony Keith Don Massett Bret Luedke Al Norman
F-35			
TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call Lockheed F-35 ALGS Operations Center. Once connected with the center state: "THIS IS A CONFERENCE HOTEL CALL FOR THE F-35."	888-433-5677	Buran (All) Bosley (All) Schulten (F-35A) VanHouten (F-35B/C)

Table A4.19. Helicopters:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call WR-ALC GRUB.	DSN: 468-2372	5Rotary Wing Branch
		DSN: 468-7500	Joseph Jones (Engineering)

Table A4.20. KC-10:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call Boeing Operations Center	Comm: (206) 544-7500	
	Call 544 th ACSS	Comm: (405) 414-7726 (405) 736-4978 (405) 736-4980 (405) 520-3735	
NON-DUTY HOURS:	Call Tinker Command Post (ask for KC-10 Program manager)	DSN: 339-2171 Comm: (405) 739-2171	

Table A4.21. KC-135:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY and request connection with above numbers.	DSN: 743-5687 Comm: (206) 655-9200 or 1-800-721-0422	Bob Snellenberg
	Routine, non-emergency assistance, call 24/7 Message Center	Comm: (405) 200-3826	Bob Nelson
DUTY HOURS	Call OC-ALC/GKC	DSN: 336-7755 or Comm: (405) 736-7755	
NON-DUTY HOURS	Call 24/7 Message Center	Comm: (405) 200-3826	Bob Nelson

Table A4.22. MQ-1 / MQ-9.

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call ASC/WII Det 3, San Diego, CA. Ask for a POC	Comm: 858-705-2254 858-774-5980	Primary: Maj Bill Harvey Alternate: Mr. Thomas Kirkman Lt Col Power

Table A4.23. R/O/W/T/C-135:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 Comm: (206) 655-9200 or DSN 743-5687	Bob Snellenberg
	Routine, non-emergency assistance, call	Comm: (316) 977-0183	

Table A4.24. RQ-4:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Northrop Grumman React Center	Comm: (858) 618-4444	

Table A4.25. RQ-170:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS	Call Lockheed Martin	Comm: (661) 572-3410 Comm: (661) 572-7329	Eddie Cabrera Jim Stolting Larry Pellett
NON- DUTY HOURS	Call Lockheed Martin	Comm: (661) 245-1984 Comm: 661-400-2021/5213 Pager: 800-206-0525 Pager: 888 449-5478 Pager: 888-689-1044	Eddie Cabrera Jim Stolting Larry Pellett

Table A4.26. T-1:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call Hawker Beechcraft	Comm: (316) 243-8694 or (316) 712-8106	
	Call 545 ACSS and state: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-1 AIRCRAFT."	Comm: (405) 590-4541	

Table A4.27. T-6.

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call HQ AFMC Command Center and state: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-6 AIRCRAFT."	DSN: 787-6314 Comm: (937) 257-6314	

Table A4.28. T/AT-38:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-38 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	
NON- DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to T-38 Conference Hotel POCs. Hill Command Post will maintain a current listing of home telephone numbers for below POCs.	DSN: 777-3007 or Comm: (801) 777-3007	Grant Herring Eric Flygare Brett Hamblin

Table A4.29. U-2:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Lockheed Technical Representative	DSN: 368-9186 or Comm (530) 788-0281	Kurt Conklin
	Call General Electric Technical Representative	DSN: 368-3913 or Comm: (530) 634-3913	Neil Kessler
NON-DUTY HOURS:	Primary: Call the Maintenance Operations Center and ask for one of the POCs listed.	DSN: 364-5750 or Comm: (530) 634-5750 or Comm: (530) 788-0281	

Table A4.30. RC-26:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call M-7 Aerospace	Comm: (210) 820-8663 or Comm: (210) 824-9421 Ext 7663	
NON-DUTY HOURS:	Call M-7 Aerospace	Comm: (210) 824-9421 Ext 7294	

Attachment 5 (Added-18WG)**18 WG SUPERVISOR OF FLYING (SOF) TRAINING PROGRAM****A5.1. (Added-18WG) General.**

A5.1.1. **(Added-18WG)** The 18 WG SOF represents the 18 OG/CC. His/her judgment, standards, directions, and advisories will greatly affect the safety and efficiency of flying operations. All SOFs must be aware of the limited options available at an island location such as Kadena, and when in doubt regarding decisions affecting flying operations, select the most conservative option consistent with Operational Risk Management.

A5.1.2. **(Added-18WG)** The guidance, instructions, and directives contained in AFI11-418_18WGSUP, the SOF book, aircraft technical orders, checklists, and local in-flight guides are valuable tools which supplement the SOF's experience and decision-making abilities. SOFs have full authority to act on behalf of the 18 OG/CC. However, communications and time permitting, the SOF should consult with the 18 OG/CC or 18 OG/CDF on critical items. Although the final authority and responsibility for the aircraft rests with the pilot in command, the SOF should not hesitate to recommend or take actions that would improve overall flying safety.

A5.2. (Added-18WG) SOF Qualification Program.

A5.2.1. **(Added-18WG)** Candidates should be a fighter 4-ship flight lead or higher to be nominated for SOF duty. Highly experienced 2-ship flight leads may be nominated on a case-by-case basis.

A5.2.2. **(Added-18WG)** Training. Squadron Commanders will approve SOF nominees prior to beginning formal training. After approval, individuals will:

A5.2.2.1. **(Added-18WG)** Review and understand the following references:

A5.2.2.1.1. **(Added-18WG)** AFI 11-418, *Operations Supervision*, and appropriate supplements.

A5.2.2.1.2. **(Added-18WG)** KAB Plan 91-212, *Bird Aircraft Strike Hazard (BASH) Plan*.

A5.2.2.1.3. **(Added-18WG)** KADENA ABI 13-204, *Airfield Operations Instruction*.

A5.2.2.1.4. **(Added-18WG)** The SOF Books (located in the tower).

A5.2.2.1.5. **(Added-18WG)** SOF Reference Guide (located in the tower).

A5.2.2.2. **(Added-18WG)** Accomplish closed-book SOF exam (administered by squadron standardization and evaluation).

A5.2.2.3. **(Added-18WG)** During the first tour, the upgrading SOF will observe and be thoroughly briefed on SOF duties and actions, to include those listed below. During the second tour (previously qualified SOFs require only this one tour), the upgrading SOF will actually perform the SOF's duties under the supervision of a qualified and current SOF.

A5.2.2.3.1. **(Added-18WG)** Opening procedures.

- A5.2.2.3.2. **(Added-18WG)** SOF changeover procedures.
 - A5.2.2.3.3. **(Added-18WG)** Communications available to the SOF.
 - A5.2.2.3.4. **(Added-18WG)** Crash net procedures.
 - A5.2.2.3.5. **(Added-18WG)** Weather alert and recall procedures.
 - A5.2.2.3.6. **(Added-18WG)** Barrier engagement procedures.
 - A5.2.2.3.7. **(Added-18WG)** Runway changeover procedures.
 - A5.2.2.3.8. **(Added-18WG)** ATC radar familiarization.
 - A5.2.2.3.9. **(Added-18WG)** 18 WG Form 22, *Kadena AB SOF Tour Report*.
 - A5.2.2.3.10. **(Added-18WG)** SOF and Tower personnel interface.
 - A5.2.2.3.11. **(Added-18WG)** SOF responsibilities during an in-flight emergency.
 - A5.2.2.3.12. **(Added-18WG)** Closing procedures.
- A5.2.2.4. **(Added-18WG)** Complete familiarization with radar approach control (RAPCON).
- A5.2.2.5. **(Added-18WG)** Complete familiarization with Base Operations/Weather Shop.
- A5.2.2.6. **(Added-18WG)** Confirm access to the 18/OG/OGV SharePoint and PEX/ePEX.
- A5.2.2.7. **(Added-18WG)** Be interviewed and briefed by the 18 OG/CC or designated representative on the philosophy, responsibilities, and authority of the SOF. The upgrading SOF will hand-carry his training folder to this interview for certification.
- A5.2.2.8. **(Added-18WG)** Experienced SOF program will be in accordance with Paragraph **6.18**. of this supplement.
- A5.3. (Added-18WG) Documentation.** Document training as specified in **Attachment 6** of this supplement and retain in the SOF's training folder.
- A5.4. (Added-18WG) Continuation Training.** 18 OG/OGV will conduct a SOF meeting at least semi-annually. 18 OG/CC or his deputy will chair the meeting. Attendance by all available SOFs is mandatory. 18 OG/OGV will place meeting minutes in the SOF read file, where they will be retained for a minimum of six months.

Attachment 6 (Added-18WG)
SOF UPGRADE SAMPLE LETTER

Figure A6.1. SOF Upgrade Sample Letter

UPGRADE TRAINING	<u>Date</u>	<u>Certification</u>
SQ/CC approval for upgrade	_____	_____
Review and understand the following: AFI 11-418 and 18 WG Sup 18 WGI 13-204 KAB Plan 91-212, <i>BASH Plan</i> SOF Documents (ref. guides, books, etc) RAPCON/Base Ops/Command Post operations	_____	_____
SOF Test (SQ/CCV) (85% min)	_____	_____
Contact 18 OG/OGV (Fighter Branch) Confirm 18 OG/OGV SharePoint and PEX/ePEX access Get added to SOF access letter and email DISTRO SOF Briefing Slides (OG drive/Shogun 10)	_____	_____
Observe Opening and Closing SOF Tour	_____	_____
Accomplish 1 of the above with an E-SOF	_____	_____
Accomplish SOF EP review with an E-SOF	_____	_____
18 OG/CC (or designated rep) interview	_____	_____
I certify that all SOF upgrade requirements have been completed as of <u>DATE</u> .		
SQ/CC NAME, Rank, USAF Commander, ___ SQ		
Certified for SOF duty on _____. Upgradee will become Experienced SOF on _____. (60 days and 5 tours from certification for previously qualified SOF, 4 months and 5 tours for newly upgraded SOF)		
OG/CC NAME, Rank, USAF Commander, 18th Operations Group		

Attachment 7 (Added-18WG)**TYPHOON EVACUATION CHECKLIST****Figure A7.1. Typhoon Evacuation Checklist**

1. Upon direction from the 18 OG/CC, the 909 ARS/CC and the 44 & 67 FS/CCs will initiate planning for a possible typhoon evacuation involving 18 WG KC-135 and F-15C aircraft. The 909 ARS and 44/67 FS operations supervisors (Ops Sup) will establish lines of communication at the earliest opportunity to ensure planning details are passed first-hand. The following guidance will allow for maximum efficiency in coordinating and executing the movement within a constrained planning window (less than 5 days):
 - a. ***Submit Altitude Reservation (ALTRV) Approval Request***
 - i. 44/67 FS & 909 ARS Ops Sup will confer and decide on a routing, altitude block and times to request for the movement.
 - ii. The FS Ops Sup will submit the ALTRV APREQ to Pacific Military Altitude Reservation Function (PACMARF), including the name and rank of a Project Officer (PO) that is available for contact 24 hours a day.
 - iii. The ALTRV APREQ will be submitted NLT 48 hours prior to launch. The normal lead time for an APREQ is 6 working days; however, PACMARF can quick-turn requests when typhoon evacuations are in effect.
 - iv. The PO should emphasize to PACMARF that movement is part of typhoon evacuation operations and any changes to the ALTRV request/approval need to be communicated to the PO immediately in order to avoid last-minute changes.
 - b. ***Schedule Local Airspace and Coordinate with ATC***
 - i. 18 OSS/DO will coordinate with the FS Ops Sup to schedule local airspace (i.e. W-173) and have it available during launch window as the back-up to an ALTRV.
 - ii. 18 OSS/DO will also advise the OSS Controllers in Naha of an impending fighter movement so they can serve as primary liaisons with Naha ATC during execution.
 - c. ***Prepare for Alternate Movement Plan***
 - i. The 909 ARS & 44/67 FS Ops Sup will mission plan a contingency movement without an ALTRV in case the APREQ is not granted in time or unforeseen circumstances cause the ALTRV to be cancelled by ATC.
 - ii. This alternate plan will be based on a rendezvous in local airspace, top-off A/R for the fighters, then continuing IFR to destination as a single flight.
 - iii. Both units will have 1801 flight plans ready to file at a moment's notice that includes all applicable aircraft tail numbers for movement as a standard formation.

- iv. An attempt should be given to requesting a block altitude for part of the routing which may alleviate the need for additional airspace closer to the destination.

d. ***KC-135 Cargo***

- i. All cargo will be ready to load NLT 24 hours prior to departure.
2. The Supervisor of Flying (SOF) will be the 18 OG/CC's point-man for execution of the planned movement. The SOF will have this COA readily available and ensure that both the tanker and fighter Ops Sups have lines of communication established (land line, cell phone, radio) prior to any ground movement. Using the following information, the SOF will also make contact with OSS Controllers in Naha prior to execution in order to more quickly resolve last minute issues with ATC.
- e. 909 ARS Ops: 634-8060 (Tiger Ops – 276.4)
 - f. 44 FS Ops: 634-1831 (Bat Ops – 261.0)
 - g. 67 FS Ops: 634-1871 (Cock Ops – 234.8)
 - h. 18 OG SOF: 634-1810 (Shogun 10 – 302.5)
 - i. 18 OSS Naha: 634-4647/4677
3. If the ALTRV falls out or other ATC issues prevent departure per the primary plan, the SOF will immediately contact all parties for execution of the alternate movement plan. The SOF will be responsible for this coordination and ensure aircraft commanders and flight leads are kept informed prior to departure.