

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 11-418**



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**307TH BOMB WING  
Supplement**

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**Flying Operations**

**OPERATIONS SUPERVISION**

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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](mailto: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.

**(307BW)** AFI 11-418, *Operations Supervision*, 15 September 2011, is supplemented as follows: The purpose of this supplement is to expand guidance regarding Operations Supervision for the 307th Bomb Wing (BW). This supplement applies to flying units and personnel assigned to the 307 BW. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) at AF Portal <https://my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This publication is updated to reflect changes in guidance, administration, and procedures dealing with Operations Supervision. The major changes include OG/CC will determine Supervisor of Flying (SOF) requirements for C2ISR units, types of operations were reduced and revised, minimum flying unit supervision requirements table and notes were reduced and revised, updated Squadron Duty Officer (SDO) requirements for USAFE units, incorporated additional information for AFGSC helicopter units, SOF maximum duty day, and CONFERENCE HOTEL information heavily revised in attachment 4. Major changes include administrative changes and updated CONFERENCE HOTEL information in attachment 4.

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## 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).

1.1. **(307BW)** The 307th Bomb Wing (BW) operates one flying squadron under the active associate concepts and manages the overall operations supervision program. The responsibilities of the SOF position take priority over all other duties. In addition, as part of the Total Force Initiative, the 307BW provides Duty Instructor Pilot (IP) supervision for all B-52 operations occurring at Barksdale Air Force Base (BAFB).

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.

## 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.)

2.2. **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. **(307BW)** The SOF will accomplish the duties of Ops Sup for aircraft in which they are qualified.

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

2.2.2. **(Added-307BW)** All qualified SOFs may fill the Stand-by Duty Officer (SDO) position for aircraft in which they are qualified. (93rd Bomb Squadron (BS)/Associate Units) Aircraft technical assistance will be provided by the Duty IP (see paragraph 4.5.8).

**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.

3.1.5. **(Added-307BW)** Supervision requirements and duty locations for functional check flights (FCF) will be the same as for daily flying operations.

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

3.2.1. **(Added-307BW)** (93 BS/Associate Units) Duty IP supervision is required for all Barksdale B-52 flying operations identified in Table 1 except "Scrambles." The duty location is "Available5." The Duty IP must be able to report to the Barksdale Command

Post (CP) within 15 minutes between the hours of 0800 and 1700 and within 30 minutes between 1700 and 0800.

**Table 1. Minimum Flying Unit Supervision Requirements.**

Type of Operation	SOF Location	Ops Sup Location
Daily Flying Operations:	Duty Location <sup>1</sup>	Squadron <sup>1</sup> (Active Duty/AFRC)
		Available <sup>3</sup> (ANG)
On-Going Off-Station Sorties	N/R	Available <sup>3</sup>
Deployed Operations <sup>2</sup>	As Required	As Required
Scrambles	N/R	N/R (Active Duty/AFRC)
		Available <sup>3</sup> (ANG)

**Notes:**

1. 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 (defined as 4 or less fighter aircraft or 2 or less of the same type of non-fighter aircraft), the OG/CC may determine if a SOF is required.
2. 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.
3. 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.)

**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.

4.1.5. **(Added-307BW)** Certify crew members for SOF/Ops Sup duties on the Letter of Xs.

**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.

4.2.3. **(Added-307BW)** Appoint the Stan/Eval Liaison Officer (SELO) to act as the squadron's SOF program monitor.

4.2.4. **(Added-307BW)** Ensure current contact information is made available to the Barksdale CP.

4.2.5. **(Added-307BW)** (93 BS/Associate Units) Designate qualified Duty IP's on the letter of X's.

**4.3. SOF will:**

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

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?).

4.3.2.2. **(Added-307BW)** The 307 OG/CC or the SOF will determine local flying status and will make the decision to launch, recall, or divert aircraft. The SOF represents the OG/CC in managing daily flying operations.

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.

4.3.4.1. **(Added-307BW)** Determine the airfield status by calling base operations and requesting an airfield status briefing. This responsibility may be delegated to an operations dispatcher who will brief the SOF and update the current status at the SOF desk.

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.)

- 4.3.6.1. (**Added-307BW**) Remain at the primary duty station during the landing phase of an emergency unless the situation warrants another location. A qualified pilot may be directed to the designated observation position to monitor the emergency aircraft and provide assistance.
- 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.
- 4.3.11. (**307BW**) The 307th Bomb Wing Commander (BW/CC), OG/CC, SQ/CC and the on-duty SOF are authorized to cancel sorties. The SOF will notify the OG/CC at the earliest opportunity when sorties are cancelled.
  - 4.3.11.1. (**Added-307BW**) Close out tour of duty by completing the Supervisor of Flying Daily Report (Attachment 6).
- 4.3.12. (**Added-307BW**) Review and sign off new items in the SOF Read File at the beginning of each tour of duty.
- 4.3.13. (**Added-307BW**) Use the appropriate SOF checklists to ensure required tasks are accomplished during normal and unusual/emergency situations. These checklists will, as a minimum, include the requirements of the basic instruction and Attachment 5 of this supplement.
- 4.3.14. (**Added-307BW**) Ensure aircrews are aware of MI and Strategic Arms Reduction Treaty (START) notification requirements when applicable. Barksdale CP is the primary point of contact for these notifications; however, if available, the SOF will assist with these notifications according to checklist guidance in the "SOF Book."
- 4.3.15. (**Added-307BW**) The SOF will promptly notify the chain-of-command of unusual situations or emergencies IAW checklists outlined in Attachment 5.

#### 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.

- 4.4.2. 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.
  - 4.5.2.1. **(Added-307BW)** SOF facilities are governed by a 2 BW Host/Tenant Support Agreement. All maintenance requests will be coordinated through the building facility manger and 2 BW Civil Engineering Customer Service (456-3071).

- 4.5.2.2. **(Added-307BW)** UHF radio maintenance support will be coordinated directly with 2nd Communications Squadron (CS) (456-3031). Land mobile radio (LMR) radio maintenance will be coordinated directly with 307th Force Support Squadron (FSS) (529-3054).
- 4.5.2.3. **(Added-307BW)** All other equipment, including computers, is owned by the respective squadron. Discrepancies will be directed to appropriate squadron areas.
- 4.5.2.4. **(Added-307BW)** The Duty IP equipment consists of a cell phone (272-2179) and a publications bag located at the 93 BS SOF counter. 2 BW Operations Group Standardization and Evaluation (OGV) maintains the cell phone.
- 4.5.3. Mission Support group/Logistic Readiness group commanders are responsible for maintenance, upgrade and repair of the SOF vehicle.
- 4.5.3.1. **(Added-307BW)** SOF vehicle is controlled by 2nd Logistics Readiness Squadron Commander (LRS/CC). Maintenance requests will be coordinated through the 307 LRS transportation (529-3080).
- 4.5.4. **(Added-307BW)** Barksdale CP will:
- 4.5.4.1. **(Added-307BW)** Maintain telephone and LMR communication capability with the SOF.
- 4.5.4.2. **(Added-307BW)** Maintain a recall roster to contact operations supervisors.
- 4.5.4.3. **(Added-307BW)** Support the SOF in the performance of normal and emergency duties. During an IFE, the CP will contact the appropriate supervisors and agencies, and provide command and control support as directed by the SOF.
- 4.5.4.4. **(Added-307BW)** (93 BS/Associate Units) At the request of the SOF, monitor UHF 311.0 after aircraft depart the local area to allow the SOF relief from the duty location. The SOF will maintain two-way communication capability with the CP. The CP will summon the SOF to the duty location when aircraft report that they are returning to the local area, or if they require the SOF's assistance.
- 4.5.5. **(Added-307BW)** Deployed Detachment Commanders (DETCO) will provide the home station squadron supervisor, Barksdale CP, and local (host) CP with a telephone number at which the deployed operations supervisor may be contacted. This will allow deployed units and detachments to integrate into the host unit supervision structure, and enable the squadron commander and operations group commander to communicate with on-site operations supervisors whether they are deployed or at the home station.
- 4.5.6. **(Added-307BW)** The Squadron SELO will:
- 4.5.6.1. **(Added-307BW)** Review and post items to the SOF read file as necessary to keep SOFs aware of new information related to their duties and remove outdated material.
- 4.5.6.2. **(Added-307BW)** Maintain the squadron's SOF book.
- 4.5.6.3. **(Added-307BW)** Maintain a complete and current SOF kit at the squadron SOF duty location. Supply an additional SOF kit, when required, for unit deployments.

4.5.6.4. **(Added-307BW)** Conduct semi-annual SOF continuation training (CT) meetings.

4.5.7. **(Added-307BW)** 307 OGV will:

4.5.7.1. **(Added-307BW)** Be the OPR for the SOF program.

4.5.7.2. **(Added-307BW)** -(93 BS/Associate Units) Be the OPR for the Duty IP program.

4.5.8. **(Added-307BW)** -(93 BS/Associate Units) The Duty IP will:

4.5.8.1. **(Added-307BW)** At the beginning of the shift, conduct a changeover with the off-going Duty IP. This normally occurs at 0800 at the 93 BS/Associate Units SOF counter. Normal Duty IP duty hours are 0800 to 0800.

4.5.8.2. **(Added-307BW)** Notify CP of any changes to the acting Duty IP.

4.5.8.3. **(Added-307BW)** Review the Duty IP continuity book at the beginning of each shift.

4.5.8.4. **(Added-307BW)** Maintain access to Tech Orders, associated directives, and a slipstick during the tour of duty.

4.5.8.5. **(Added-307BW)** For a known IFE, be available to the aircrew through UHF contact before the enroute descent/penetration. For short notice IFE's, utilize cell phone contact through the CP until able to reach a UHF contact point.

4.5.8.6. **(Added-307BW)** Notify CP prior to departing work location if going home. Remain at home or be in transit to/from the base. While in transit, remain in cell phone contact with CP.

## **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.

5.1.4.1. **(Added-307BW)** (93 BS/Associate Units) Communication between the SOF/Duty IP and the IFE aircrew will normally be over UHF 311.0 with squadron

common UHF 379.4 as a backup. Communication between the SOF/Duty IP and other ground agencies will be via phone or LMR.

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.

5.1.9. **(Added-307BW)** -(93 BS/Associate Units) During IFE's, the Duty IP will:

5.1.9.1. **(Added-307BW)** Determine the nature of the IFE and pass an initial assessment to the OG/CC of the aircraft in question.

5.1.9.2. **(Added-307BW)** Complete the "IFE Worksheet" (Attachment 9) located in the Duty IP Binder.

5.1.9.3. **(Added-307BW)** Ensure the IFE aircrew has completed all appropriate actions and pass/confirm all applicable data. Review the recovery plan with the aircrew and applicable SOF.

5.1.9.4. **(Added-307BW)** Duty IP or SOF will notify the applicable OG/CC when no further issues exist. The OG/CC will then approve the recovery; however, do not delay recovery to obtain OG/CC approval if safety of flight will be compromised. Relay approval to the aircrew and applicable SOF.

**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.

6.2.2. 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

6.2.3.1. **(Added-307BW)** The SOF will be present for duty 30 minutes prior to the first scheduled brief time. The SOF will remain at the duty location until all aircraft have safely departed the local area, and will not withdraw to standby status without advising either an operations dispatcher or the CP to monitor the appropriate frequency. While in standby status, the SOF must remain on base and be able to respond to the duty location within 20 minutes of being summoned. The SOF will return to the duty location 30 minutes before airborne aircraft are scheduled to return or when summoned, whichever occurs first. The SOF will remain on duty until the last aircrew has returned to the squadron.

6.2.4. **(Added-307BW)** There are no crew rest requirements or duty day limitations for the SDO or Duty IP.

### 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).

6.3.1.1. **(Added-307BW)** The primary SOF duty location for the 93 BS is the SOF counter in the operations area. The alternate duty locations are the SOF vehicle or the air traffic control tower.

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.

6.4.5.1. **(Added-307BW)** The SOF/Duty IP will take binoculars when using the SOF vehicle or other alternate facility to monitor aircraft approaches and landings.

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).

6.4.7.1. **(Added-307BW)** The SOF will take the SOF kit when operating from an alternate duty location.

6.4.8. **(Added-307BW)** Minimum requirements for the “SOF Book” and “SOF Kit” are listed in Attachment 7.

6.4.9. **(Added-307BW)** Specific deficiencies noted in the squadron SOF program or equipment should be brought to the attention of the squadron SELO. Deficiencies of a general nature should be directed to the 307 OG/OGV. Any deficiencies that may affect safe and effective flying Operations will be immediately corrected. SOFs will document deficiencies which require attention of the squadron commander/operations officer on the daily SOF report.

## 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.

6.5.3.1. **(Added-307BW)** Only SOFs certified on the Letter of Xs and upgrading SOFs under qualified supervision will perform SOF duties.

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.

6.5.6. **(307BW)** All SOFs who are instructors in their assigned crew position are qualified to upgrade inexperienced crewmembers to SOF.

6.5.7. **(Added-307BW)** SOF candidates will receive training for qualification in accordance with the SOF Upgrade Checklist (Attachment 8).

## 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, upgradees 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.

6.7.4. **(Added-307BW)** A non-current SOF will demonstrate proficiency in SOF duties, after which the supervising SOF will sign the individual’s training/currency update product indicating currency has been regained.

#### 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.

6.8.1.1. **(Added-307BW)** Semi-annual SOF CT is conducted by the squadron SELO under the direction of the squadron commander. CT meeting minutes will be posted in the SOF Read File. SOFs will complete annual CT requirements as directed by the wing SOF program monitor 307 OG/OGV.

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.

6.9.1.1. **(Added-307BW)** The OG/CC designated wing SOF program OPR is the 307 OG/OGV. The SOF program is administered at the squadron level by the squadron SELOs.

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.

**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-307BW)** To deal with complex aircraft emergencies when an immediate landing is not of utmost urgency, a conference will be convened at the respective flying squadron. The membership of this group will consist of highly experienced pilots, commanders, and system experts as determined by the operations group commander or SOF/Ops Sup.

7.4.1. **(Added-307BW)** If additional technical expertise is needed beyond what is available locally, the SOF will establish a CONFERENCE HOTEL for depot or contractor assistance. The desired location for the conference is the respective squadron SOF desk. Contact procedures, phone numbers, and POC's are located in AFI 11-418, *Operations Supervision*, Attachment 4. The SOF will ensure all pertinent information is transferred between applicable parties.

**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

**(307BW)**

JOHN J. MOONEY III, Brig Gen, USAFR  
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

**(Added-307BW) AF**—Air Force

**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

**(Added-307BW) BAFB**—Barksdale Air Force Base

**BMC**—Basic Mission Capable

**(Added-307BW) BS**—Bomb Squadron

**(Added-307BW) BW**—Bomb Wing  
**(Added-307BW) BW/CC**—Bomb Wing Commander  
**CMR**—Combat Mission Ready  
**(Added-307BW) CP**—Command Post  
**(Added-307BW) CS**—Communications Squadron  
**CT**—Continuation training  
**C2**—Command and Control  
**(Added-307BW) DETCO**—Deployed Detachment Commander  
**DNIF**—Duty not involving flying  
**DSN**—Defense switching network  
**FCF**—Functional check flight  
**FM**—Frequency modulation  
**FOUO**—For Official Use Only  
**(Added-307BW) FSS**—Force Support Squadron  
**HF**—High frequency  
**IAW**—In accordance with  
**IFE**—In-flight emergency  
**(Added-307BW) IP**—Instructor Pilot  
**LM**—Lockheed Martin  
**(Added-307BW) LMR**—Land Mobile Radio  
**LOA**—Letter of agreement  
**(Added-307BW) LRS**—Logistics Readiness Squadron  
**(Added-307BW) LRS/CC**—Logistics Readiness Commander  
**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

**(Added-307BW) OGV**—Operations Group Standardization and Evaluation

**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

**(Added-307BW) SDO**—Stand by Duty Officer

**(Added-307BW) SELO**—Standardization/Evaluation Liaison Officer

**SFA**—Single frequency approach

**SOF**—Supervisor of flying

**SQ/CC**—Squadron Commander

**(Added-307BW) START**—Strategic Arms Reduction Treaty

**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 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.**

<b>Item Number</b>	<b>Item</b>
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

<b>15</b>	Hung ordnance
<b>16</b>	Bird condition
<b>17</b>	Controlled jettison
<b>18</b>	Hydrazine spill/exposure
<b>19</b>	Hot brakes
<b>20</b>	Suspected Lasing Incident
<b>21</b>	Aircraft crash
<b>22</b>	Alert force exercise/scramble (if applicable)
<b>23</b>	Contractor/depot emergency telephone numbers
<b>24</b>	Telephone numbers for applicable regional SOFs
<b>25</b>	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	<a href="#">A4.2.</a>	C-20/C-37	<a href="#">A4.12.</a>	MQ-1/ MQ-9	<a href="#">A4.22.</a>
B-1	<a href="#">A4.3.</a>	CV-22	<a href="#">A4.13.</a>	R/O/W/T/ C-135	<a href="#">A4.23.</a>
B-2	<a href="#">A4.4.</a>	E-3 / E-4 / E-8	<a href="#">A4.14.</a>	RQ-4	<a href="#">A4.24.</a>
B-52	<a href="#">A4.5.</a>	F/QF-4 (all variants)	<a href="#">A4.15.</a>	RQ-170	<a href="#">A4.25.</a>

<b>C-5</b>	<b>A4.6.</b>	<b>F-15</b> (all variants)	<b>A4.16.</b>	<b>T-1</b>	<b>A4.26.</b>
<b>C-9</b>	<b>A4.7.</b>	<b>F-16</b> (all variants)	<b>A4.17.</b>	<b>T-6</b>	<b>A4.27.</b>
<b>C-12</b>	<b>A4.8.</b>	<b>F-22A</b>	<b>A4.18.</b>	<b>T/ AT-38</b>	<b>A4.28.</b>
<b>C-17</b>	<b>A4.9.</b>	<b>Helicopters</b>	<b>A4.19.</b>	<b>U-2</b>	<b>A4.29.</b>
<b>C-21</b>	<b>A4.10.</b>	<b>KC-10</b>	<b>A4.20.</b>	<b>RC-26</b>	<b>A4.30.</b>
<b>C-130</b> (all variants)	<b>A4.11.</b>	<b>KC-135</b>	<b>A4.21.</b>		

**Table A4.2. A/OA-10:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
<b>DUTY HOURS:</b>	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
<b>NON-DUTY HOURS:</b>	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:**

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

**Table A4.4. B-2:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>

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
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**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:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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 Sitrler (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:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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	DSN: 497-2612/13/14/15 or Comm: (478) 327-2612	

	maintain a current listing of home telephone numbers for POCs.	/13/14/15	
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**Table A4.10. C-21:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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).**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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:**

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

**Table A4.13. CV-22.**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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:**

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

**Table A4.15. F/QF-4:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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
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**Table A4.16. F-15 (all Variants):**

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	<b>Primary:</b> 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:	<b>(Actual emergencies only):</b> 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:**

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	<b>Primary:</b> 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

**Table A4.19. Helicopters:**

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

**Table A4.20. KC-10:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
24 HOURS	Call Boeing Operations Center	Comm: (206) 544-7500	
	Call 544 <sup>th</sup> 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:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
DUTY HOURS	State: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-6 AIRCRAFT."	Comm: (937) 904-4275 or Comm: (937) 231-2071 or Comm: (937) 255-2896	Brian Hicks
NON-DUTY HOURS	State "THIS IS A CONFERENCE HOTEL CALL."	Comm: (937) 231-2071	

**Table A4.28. T/AT-38:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
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-307BW)****SOF CHECKLISTS AND PROCEDURES**

**A5.1. (307BW)** Actual SOF checklists and procedures are located in the SOF Books at the respective SOF desks in the squadrons. The following items, as a minimum, will be addressed:

**A5.2. (307BW) OPENING TOUR.**

- A5.2.1. (307BW) SOF equipment
- A5.2.2. (307BW) Weather (weather sheet, AWDS, etc.)
- A5.2.3. (307BW) NOTAMs and airfield status (including alternates, if required)
- A5.2.4. (307BW) Aircraft tail numbers, loads, and status
- A5.2.5. (307BW) Flight orders
- A5.2.6. (307BW) Recall word
- A5.2.7. (307BW) GO/NO-GO
  - A5.2.7.1. (307BW) FCIF
  - A5.2.7.2. (307BW) Bold Face testing
  - A5.2.7.3. (307BW) Crew rest and duty day
  - A5.2.7.4. (307BW) Crewmember restrictions (grounded, DNIF, supervised status, etc.)
- A5.2.8. (307BW) Training currency restriction (SEPT, non-demanding sortie, IP currency, etc.).

**A5.3. (307BW) LAUNCH, HOLD, OR CANCELLATION DECISIONS.**

- A5.3.1. (307BW) Priorities
  - A5.3.1.1. (307BW) Safety
  - A5.3.1.2. (307BW) Productive training
    - A5.3.1.2.1. (307BW) Alternative mission options

**A5.4. (307BW) AIRCREW BRIEFING.**

- A5.4.1. (307BW) Crew rest and duty day compliance/medications/crewmember restrictions
- A5.4.2. (307BW) Flight orders/clearance completed
- A5.4.3. (307BW) NOTAMs and airfield restrictions
- A5.4.4. (307BW) Weather/alternates/recall procedures
- A5.4.5. (307BW) Currencies/training/requirements and limitations
- A5.4.6. (307BW) Ranges/MOAs/Special Use Airspace
- A5.4.7. (307BW) Flight deconfliction/training rule adherence
- A5.4.8. (307BW) Alternate mission plan
- A5.4.9. (307BW) FCIF summary/Special Interest Items/Operations Notes and “Hot Poop”

A5.4.10. (307BW) ORM checklist: No later than step time for 93BS.

**A5.5. (307BW) ADDITIONAL BRIEFING ITEMS - CROSS-COUNTRY/OFF STATION SORTIES.**

A5.5.1. (307BW) Ensure aircrew has flight orders and request / itinerary form

A5.5.2. (307BW) AFRC Mission Identifiers (MIs)

A5.5.3. (307BW) Requirement to keep unit and AFRC informed of itinerary changes

A5.5.4. (307BW) Static display security requirements

A5.5.5. (307BW) Confirm flight plan filed

A5.5.6. (307BW) START reporting (if applicable)

A5.5.7. (307BW) Global Power reporting (if applicable)

**A5.6. (307BW) DUTIES DURING GROUND OPS, FLIGHT, AND RECOVERY.**

A5.6.1. (307BW) Standby status (if applicable)

A5.6.2. (307BW) Monitor local area weather and airfield status

A5.6.3. (307BW) Keep aircrews informed of changes that may affect their missions

A5.6.4. (307BW) Emergencies and Abnormal Procedures

A5.6.4.1. (307BW) Barrier engagement (if applicable)

A5.6.4.2. (307BW) Emergency divert

A5.6.4.3. (307BW) Weather recall

A5.6.4.4. (307BW) Runway closure/change

A5.6.4.5. (307BW) Anti-hijack

A5.6.4.6. (307BW) Communications search

A5.6.4.7. (307BW) Aircraft dispersal

A5.6.4.8. (307BW) Controlled bailout

A5.6.4.9. (307BW) Hung ordnance

A5.6.4.10. (307BW) Bird condition

A5.6.4.11. (307BW) Controlled jettison

A5.6.4.12. (307BW) Hydrazine spill/exposure (if applicable)

A5.6.4.13. (307BW) Hot brakes

A5.6.4.14. (307BW) Aircraft crash

**A5.7. (307BW) SOF CHANGEOVER.**

A5.7.1. (307BW) Outgoing SOF responsibilities

A5.7.1.1. (307BW) Briefing requirements (aircraft status, weather, unusual circumstances, etc.)

A5.7.1.2. (307BW) SOF report

A5.7.2. (307BW) Incoming SOF responsibilities

A5.7.2.1. (307BW) Complete applicable portions of checklist(s)

**A5.8. (307BW) AFTER LANDING.**

A5.8.1. (307BW) Parking locations.

A5.8.2. (307BW) Transportation

A5.8.3. (307BW) Flight data entry into tracking software

**A5.9. (307BW) CLOSING TOUR.**

A5.9.1. (307BW) SOF report

A5.9.2. (307BW) Equipment shutdown

**A5.10. (307BW) Notification and Contact Procedures.**

A5.10.1. (307BW) OG/CC

A5.10.2. (307BW) Maintenance

A5.10.3. (307BW) Range, air refueling, ESS, etc.

A5.10.4. (307BW) Contractor/depot emergency telephone numbers

A5.10.5. (307BW) Regional SOF telephone numbers

A5.10.6. (307BW) Local FAA, FSS, approach control, tower, phone numbers

Attachment 6 (Added-307BW)

**SUPERVISOR OF FLYING DAILY REPORT**

Figure A6.1. Supervisor Of Flying Daily Report.

 	<h2 style="margin: 0;">SUPERVISOR OF FLYING DAILY REPORT</h2>																																												
<p>DATE: _____</p>																																													
<p>AM SOF: _____ DUTY IP: _____</p>																																													
<p>PM SOF: _____ DUTY IP: _____</p>																																													
<p>PM SOF: _____ DUTY IP: _____</p>																																													
<p>NIGHT SOF: _____ DUTY IP: _____</p>																																													
<p>CREW STEP TIME: _____</p>																																													
<p>EARLY/LATE TAKE OFFS, DEVIATIONS/UNUSUAL OCCURRENCES:</p>																																													
<p><b>START/MI Contact Log:</b></p> <p>Contact Barksdale Command Post for all START/MI notifications.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 33%;">START Log</th> <th style="width: 33%;">Take Off</th> <th style="width: 33%;">Land</th> </tr> </thead> <tbody> <tr> <td>Received By</td> <td></td> <td></td> </tr> <tr> <td>Date / Time</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 20%;">MI Log</th> <th colspan="2" style="width: 80%;">MI #</th> </tr> <tr> <th style="width: 33%;">Take Off</th> <th style="width: 33%;">Land</th> </tr> </thead> <tbody> <tr> <td>Received By</td> <td></td> <td></td> </tr> <tr> <td>Date / Time</td> <td></td> <td></td> </tr> </tbody> </table>	START Log	Take Off	Land	Received By			Date / Time			MI Log	MI #		Take Off	Land	Received By			Date / Time			<p style="text-align: center;"><b>Phone Numbers</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Barksdale CP</td><td style="text-align: right;">456-2151</td></tr> <tr><td>307 OG/CC</td><td style="text-align: right;">529-3140</td></tr> <tr><td>307 OG/CD</td><td style="text-align: right;">529-3142</td></tr> <tr><td>93 BS/CC</td><td style="text-align: right;">529-3540</td></tr> <tr><td>93 BS/DO</td><td style="text-align: right;">529-3535</td></tr> <tr><td>49TES/CC</td><td style="text-align: right;">529-4900</td></tr> <tr><td>340<sup>TH</sup>/CC</td><td style="text-align: right;">529-2000</td></tr> <tr><td>Indian 1</td><td style="text-align: right;">272-1880</td></tr> <tr><td>Duty IP</td><td style="text-align: right;">272-2179</td></tr> <tr><td>Barksdale WX</td><td style="text-align: right;">456-3136</td></tr> <tr><td>Transportation</td><td style="text-align: right;">456-2208</td></tr> <tr><td>Time Hack</td><td style="text-align: right;">DSN 762-1401</td></tr> </table>	Barksdale CP	456-2151	307 OG/CC	529-3140	307 OG/CD	529-3142	93 BS/CC	529-3540	93 BS/DO	529-3535	49TES/CC	529-4900	340 <sup>TH</sup> /CC	529-2000	Indian 1	272-1880	Duty IP	272-2179	Barksdale WX	456-3136	Transportation	456-2208	Time Hack	DSN 762-1401
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Time Hack	DSN 762-1401																																												
<p><b>NOTE:</b> Run the Divert/Off Station/START/MI Checklists in the SOF Book.</p>																																													
<p><b>ROUTING:</b></p> <p style="text-align: center;">Mission Review _____ CC _____ DO _____ Squadron File _____ (Retain for 1 year)</p> <p style="text-align: center;"><b>MISSION REVIEW: Fax this document to OG/CC(529-3648) after mission review.</b></p>																																													

**Attachment 7 (Added-307BW)**  
**SOF BOOK REQUIRED ITEMS**

**A7.1. (307BW) The following items are required, as a minimum, in each squadron's "SOF Book"**

**A7.2. (307BW) SOF Read File.**

A7.2.1. (307BW) SOF Checklists and Briefing Guides.

A7.2.2. (307BW) Emergency/Contingency Checklists.

A7.2.3. (307BW) Crew Member Restrictions. A list of restricted crew members and their restrictions (grounded, supervised status, etc.).

A7.2.4. (307BW) Letter of X's.

A7.2.5. (307BW) AFI 11-418 and this supplement.

A7.2.6. (307BW) BARKI 11-250.

A7.2.7. (307BW) Bold Face Exam List. (Not required if it is maintained on a computer-based system.)

A7.2.8. (307BW) Code Words.

A7.2.9. (307BW) OPREP-3 Procedures.

**A7.3. (307BW) The following items are required, as a minimum, in each squadron's "SOF Kit".**

A7.3.1. (307BW) A copy of the "SOF Book" used at the primary duty location.

A7.3.2. (307BW) Binoculars

A7.3.3. (307BW) Reflective belt.

A7.3.4. (307BW) Flashlight.

## Attachment 8 (Added-307BW)

## SUPERVISOR OF FLYING (SOF) UPGRADE CHECKLIST AND TRAINING RECORD

Figure A8.1. Supervisor Of Flying (SOF) Upgrade Checklist And Training Record.

NAME: _____ RANK: _____		DATE	INITIALS
1	Review of the qualifications/squadron training records by the OG/CC.		
2	Interview with the Chief of Stan Eval, who will verify nomination and approval for entry into the SOF upgrade program.		
3	Self-study of AFI 11-418/307BW Sup, and other directives maintained in the SOF directives binder.		
4	Supervised study of SOF Book and locally developed checklists. The candidate will demonstrate understanding of checklists and operating procedures to the supervising SOF.		
5	Familiarization with local airfield procedures, to include airfield tour and travel routes.		
6	Familiarization with primary and alternate duty locations, including capabilities and limitations.		
7	Familiarization with and operation of SOF equipment and vehicle, including capabilities and limitations.		
8	Familiarization with and use of local support agencies, including capabilities and limitations. To include: a. Weather b. RAPCON Information c. Tower Operation d. Crash/Fire/Rescue Operation e. EOD Operation f. Base Ops Operation g. Command Post Operation		
9	Possesses a valid AF Form 483, Certificate of Competency for Flight-line privileges.		
10	Successful completion of the OGV administered SOF qualification test. Grade is _____ % corrected to 100%.		
11	Two supervised upgrade SOF tours on different days. These tours must be 2 hours minimum in duration and include: a. Operation of all SOF equipment and radios		

	<p>b. Contact procedures for aircraft and support agencies</p> <p>c. Review of publications and directives available to SOF</p> <p>d. Operation of SOF vehicle.</p> <p>e. Familiarity tour of the airfield and frequently used travel routes.</p> <p>f. Successful handling of IFE (actual or simulated) on 2nd tour</p>		
11.1.	<p>Completion of first supervised upgrade tour. (N/A for previous SOF)</p> <p>Name of Instructor SOF: _____</p>		
11.2	<p>Completion of second supervised upgrade tour.</p> <p>Candidate will act as the primary SOF (under supervision of a current and qualified Instructor SOF) and perform all SOF duties.</p> <p>Name of Instructor SOF: _____</p>		
12	<p>Interview with a wing safety officer covering responsibilities in the event of an accident, incident, or unusual occurrence.</p>		
13	<p>Interview with the OG/CC covering responsibilities, personal philosophy, and expectations.</p>		
14	<p>Designate the individual as a SOF on the Letter of Xs. The OG/CC signature on the Letter of Xs certifies the individual for SOF duty.</p>		

Attachment 9 (Added-307BW)

AIRCRAFT INFLIGHT EMERGENCY CHECKLIST

DUTY IP PROCEDURES

1. Collect the following information. (May be obtained from the IFE notification at Command Post)

Call Sign: \_\_\_\_\_ Tail #: \_\_\_\_\_ Current Position: \_\_\_\_\_

Nature of the Emergency: \_\_\_\_\_

Fuel Remaining: \_\_\_\_\_ ETA: \_\_\_\_\_ Souls on Board: \_\_\_\_\_

Weapons: \_\_\_\_\_ Crew Experience Level \_\_\_\_\_ IP: \_\_\_\_\_

Planned Land Time: \_\_\_\_\_ Planned Land Weight: \_\_\_\_\_

2. Check Weather (456-3136) and Airfield Status (456-3226) for landing conditions at the ETA.

Temp: \_\_\_\_\_ PA: \_\_\_\_\_ RCR: \_\_\_\_\_ Winds: \_\_\_\_\_ Active Runway: \_\_\_\_\_

Ceiling: \_\_\_\_\_ Visibility: \_\_\_\_\_ RVR: \_\_\_\_\_

NAVAIDS: \_\_\_\_\_ Bird Condition: \_\_\_\_\_ Transient Activity: \_\_\_\_\_

3. Ensure 2BW SOF (456-5222), 93BS SOF (529-3565), and 47FS SOF (529-3496) are notified.

4. Pass initial assessment to 2 OG/CC or 307 OG/CC as applicable.

5. Review Applicable Emergency Procedures in T.O. 1B-52H-1 and complete the following:

Systems Lost or Affected: \_\_\_\_\_

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Hazards to Flying / Landing / Stopping the Aircraft:

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Checklists/Procedures Crew Should Accomplish:

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**6. Determine if you need additional technical assistance (Other IPs, Stan/Eval, CFIC, Boeing, etc.)**

To initiate BOEING IFE assistance, call 800-721-0422. The following should be passed by the Duty IP:

- a. Indicate you are initiating a **CONFERENCE HOTEL** call for a serious in-flight emergency.
- b. Caller’s name/telephone number/Barksdale AFB
- c. Type aircraft: B-52H
- d. Nature of the problem. (Ensure you stress this is for an airborne aircraft)

**7. Consider all other variables such as the following:**

- a. Ramifications of the worst situation that the IFE could reasonably deteriorate to.
- b. Pros and cons of other possible ways and places of recovering the aircraft.
- c. Impact of a missed approach or low altitude go-around.
- d. Airfield and weather suitability of each likely divert option.
- e. Pros and cons of emergency air refueling.
- f. WST support coordination (to pre-fly the IFE recovery).

**8. Determine the appropriate landing data (tab data is available in Section 8 of the Duty IP binder).**

<b>Landing Data</b>	<b>Flaps Down</b>	<b>Flaps Up</b>
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Gross Weight _____	4 Brakes	___ Brakes	4 Brakes	___ Brakes
Best Flare / Approach Speed				
Flare Distance				
Landing Ground Run (Without Drag Chute)				
Landing Ground Run (With Drag Chute)				
Flare Distance + Ground Run (Without Drag Chute)				
Flare Distance + Ground Run (With Drag Chute)				

Six Engine Data: MSDC: \_\_\_\_\_ Max Outboard EPR: \_\_\_\_\_ MRT  
EPR: \_\_\_\_\_

Flaps Up Data: Min Touchdown Speed: \_\_\_\_\_ Max Brake  
Application Speed: \_\_\_\_\_

Brake Energy Limits: \_\_\_\_\_ (Danger / Caution / Normal) # of  
Brakes: \_\_\_\_\_

(If required, a Delayed Braking Worksheet is located in Section 8 of the Duty IP Binder)

**9. Contact the Aircrew**

- a. Review the situation to ensure the crew has addressed all relevant issues.
- b. Confirm appropriate Checklists/Procedures are completed
- c. Pass landing data and any other pertinent information to the crew.

**10. Inform 2 OG/CC or 307 OG/CC as applicable that all data and crew procedures have been reviewed.**

**11. Pass any OG instructions to the crew and advise them to “Penetrate” when ready.**

Crew will obtain appropriate ATC clearances for the approach and landing.

**12. Monitor the IFE’s progress until the Fire Chief terminates the emergency.**

**13. File this Worksheet in the Duty IP Binder.**

