

**BY ORDER OF THE COMMANDER  
374TH AIRLIFT WING**



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Supplement**

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**OPERATIONS SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFI 11-418, *Operations Supervision*, 15 September 2011, is supplemented as follows: This supplement defines and extends local procedures and training for the supervision of flying operations and replaces 374th Airlift Wing (374 AW) Supplement dated 9 July 2009. This supplement applies to Headquarters (HQ) 374 AW and its subordinate units. This supplement clarifies local 374th Operations Group (374 OG) Operations Supervision program operating instructions. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afirms/afirms/afirms/afirms.cfm](https://www.my.af.mil/afirms/afirms/afirms/afirms/afirms.cfm). 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 Form 847 from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: Changes in guidance, administration, and procedures dealing with Operations Supervision (renumbering of paragraphs to coincide with revised AFI 11-418, Standby Duty Officer (SDO) was deleted from this publication, Unit Operations Complex defined). Attachment 5 (Ops Sup Roster) has been deleted.

2.1.1.1. **(Added)** There is no SOF requirement for airlift operations per paragraph 2.1.1. An Operations Supervisor (Ops Sup) will be available for both the 36th Airlift Squadron (36 AS) and the 459th Airlift Squadron (459 AS) IAW Table 1 to provide oversight and management of operational issues. The respective squadron Operations Officer is normally the squadron Ops Sup. The Ops Sup will advise the 374 AW Command Post (374 AW/CP) when transferring Ops Sup duties to an alternate individual who meets the criteria in paragraph 2.2.

2.3. **(Added)** 374 OG Standardization/Evaluation (374 OG/OGV) will manage the Operations Supervision program.

2.3.1. **(Added)** The 36 AS and 459 AS will provide Ops Sup contact information to 374 OG/OGV no later than the tenth day of each month. Deployed units may submit their information for the length of the deployment. 374 OG/OGV will submit a monthly Ops Sup roster to 374 AW/CP no later than the tenth day of each month, or as required due to personnel changes (changes of command, TDY, leave, etc.).

2.3.2. **(Added)** Units will use the remarks section of the 374 OG Operations Supervision roster to annotate changes in availability. Any changes made outside normal duty hours should be coordinated with the 374 AW Command Post (CP).

2.3.3. **(Added)** If any personnel for whom 374 AW/CP does not maintain a home phone number (e.g., Someone other than the OG/CC, OG/CD, Sq/CC, or Sq/DO) is designated as an Operations Supervisor, the applicable unit will ensure that 374 AW/CP has access to their home phone.

2.3.4. **(Added)** 374 OG/OGV will maintain a 374 OG Ops Sup program continuity book. Contents will include current rosters, Read File items, and Ops Sup deficiencies. 374 OG/OGV will review items contained in the 374 OG/OGV Ops Sup Continuity book quarterly for relevance.

4.4.2.1. **(Added)** Ops Sups will be available through Command Post via mobile phone and land line. During normal duty hours, the Ops Sups have the immediate capability to communicate with Yokota-assigned aircraft operating in the local flying area through squadron UHF radios. Operations supervisors needing to directly communicate with a squadron aircraft during non duty hours will relay all information through Command Post until they arrive at the squadron to utilize the squadron UHF radio.

8.2.1. **(Added)** The unit operations complex for both the 36 AS and the 459 AS includes each squadron's respective ops center area (Bldg 602 and 702), as well as the Operations Group building (Bldg 703).

8.3.1. **(Added)** The respective Ops Sup will ensure the 374 OG/CC is aware of all FCFs. The respective Ops Sup will advise the 374 OG/CC of all initial FCF takeoffs and landings when practical. The Ops Sup will be immediately available via land line or cell phone during all FCFs.

8.6.1. **(Added)** Operational supervision over deployed packages will be provided through direct contact between the Ops Sup and the appropriate deployed commander – aircraft commander, mission commander, or detachment commander. Crews may contact home station or deployed supervision via UHF/HF phone patch, land line telephone, global cell phones, or Iridium satellite phones during deployed operations.

8.6.2. **(Added)** For deployments overseen by expeditionary squadron commanders or higher, operational supervision will be established within the deployed force and IAW this instruction.

8.7.1. **(Added)** During duty hours, the Ops Sup will be contacted through the 374 AW/CP, who will first attempt contact via the squadron duty desk. If successful contact is still not established, 374 AW/CP will utilize the Ops Sup Roster, attempting contact with the alternate Ops Sup or the squadron commander, in that order.

8.7.2. **(Added)** During non-duty hours, the Ops Sup will be contacted through the 374 AW/CP to avoid breaking crew rest. If the 374 AW/CP is unable to contact the Ops Sup for any reason, they will contact the alternate Ops Sup or the squadron commander (SQ/CC), in that order.

8.7.3. **(Added)** Ops Sups must ensure they are reachable at all times. If activity or location precludes contact by normal means (physical activity, poor cell phone reception, etc.) the Ops Sup will notify 374 AW/CP of new location with alternate contact number (i.e., base gym, swimming pool, etc.) or temporarily pass duties to the alternate Ops Sup while out of contact.

8.7.4. **(Added)** If the 374 AW/CP is unable to contact any of the squadron Top 3, they will contact the 374 OG/CC.

8.8.1. **(Added)** The CONFERENCE HOTEL-capable frequency at Yokota Air Base is UHF 325.8 (Fuji Control). Yokota Command Post will coordinate home base/command or contractor/depot assistance (CONFERENCE HOTEL) as outlined in Attachment 4. Upon initiation of a CONFERENCE HOTEL, 374 AW/CP will run a quick reaction checklist to notify 374 AW/CC, 374 OG/CC, 374 OG/OGV, 374 MXG/MOC, and 374 OSS/OSW. Command Post will relay: aircraft type, call sign, mission number, tail number, fuel onboard, number of souls on board, an account of the situation, an account of the actions taken, an account of the aircraft commander's intentions, and any additional pertinent information.

8.9.1. **(Added)** Ops Sups will report any program or equipment deficiencies to 374 OG/OGV. 374 OG/OGV will document all deficiencies in the 374 OG Ops Sup Continuity book and submit Squadron Read File items for corrective actions if required. Squadron leadership will maintain responsibility for maintenance of squadron-owned equipment essential to the Ops Sup program (UHF radios, cell phones, LMRs, etc.). If any such equipment becomes unusable, squadron leadership will acquire a suitable substitute until the equipment is repaired.

8.10.3. **(Added)** There are no upgrade programs, currencies, crew rest requirements, or duty day restrictions applicable to the 374 OG Operations Supervision program.

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