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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.

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AF/A3/5 is the approval authority for interim changes to this instruction.

(388OG) This supplement complements Air Force Instruction (AFI)11-418, *Operations Supervision*. It provides expanded guidance regarding flying operations for the 388th Operations Group (388 OG) and 419th Operations Group (419 OG). This supplement applies to flying units and personnel assigned to the 388 OG and 419 OG. This publication applies to Air Force Reserve Command (AFRC) Units. 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 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 the 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 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.

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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).

1.2. 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-388OG) General.** This supplement includes instructions specific to 388 OG and 419 OG operations. The basic supervision structure for 388 OG or 419 OG flying operations is IAW AFI 11-418 and this supplement.

2. Functions:

2. (388OG)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.

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

2.2.2. **(Added-388OG)** Ops Sup will upgrade IAW chapter 8 and attachment 3 of this supplement. Certification will be documented on the “Letter of Xs”.

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. (388OG) Types of Operations.

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-388OG) **Functional Check Flight (FCF).** This type of operation refers to when an FCF is being performed by the 388/419 OG and no other daily flying operations are being executed. When daily flying operations are going on concurrently with an FCF, refer to the "Daily Flying Operations" section for minimum supervision requirements.

3.1.6. (Added-388OG) **Demonstration.** This type of operation refers to flights executed by the Viper West demonstration pilot.

3.2. **Minimum Supervision Requirements.** These are outlined in [Table 1](#) for each type of operation.

3.2. (388OG) Minimum Supervision Requirements.

Table 3.1. 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> <ol style="list-style-type: none"> 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 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. 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.) 		

Table 3.1. (388OG) Minimum Flying Unit Supervision Requirements.

Type of Operation	SOF Location	Ops Sup Location
FCF	N/R	Squadron ¹
DEMO	N/R	N/R

Notes:1. The unit operations complex is defined as the respective operations building for each squadron.

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.

4.1.1.1. **(Added-388OG)** Hence forward, the 388 OG/CC and 419 OG/CC will be referred to collectively as OG/CC, and will integrate IAW the Memorandum of Understanding between 388 OG and 419 OG pertaining to F-16 Operations at Hill Air Force Base (HAFB), and IAW AFI 90-1001, *Responsibilities for total Force Integration*.

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.

4.1.2.1. **(Added-388OG)** "Immediately available" is defined as immediately reachable by (in order) by cell phone, office phone, or Land Mobile radio. OG Available should normally be physically on-installation during flying operations, but may perform "OG available" from off-installation as long as he/she remains within 15 minutes of the installation.

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. **(388OG)** Squadron Commander (SQ/CC) (or equivalent) and/or SQ Director of Operations (SQ):

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

4.2.1.1. **(Added-388OG)** The hosting SQ/CC or SQ/DO will ensure that all deployed units flying with or out of the 388 OG or 419 OG are properly briefed on the local area. They will be briefed on the squadron's Supervisor of Flying (SOF) location and how and where their SOF/Ops Sup may perform their duties.

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

4.3. SOF will:

4.3. **(388OG)** SOF:

- 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?).
- 4.3.3. 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-388OG**) The SOF will confirm that the Base Aerodrome Officer (AO) has accomplished an airfield inspection prior to 388 OG or 419 OG flying. The SOF will accomplish an airfield/ramp inspection if conditions warrant (e.g.: snow and/or ice on the ramp).
- 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. (**388OG**) Operations Supervisor:

- 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-388OG)** The Operations Supervisor (Ops Sup) up will be in position at the duty location no later than 30 minutes prior to the first step.
- 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.
 - 4.4.5.4. **(Added-388OG)** The Ops Sup responsibilities are to advise the SOF on all ground or flight safety related decisions ensure scheduled pilots are current and qualified for the planned mission tasks, and adequate supervision is provided for upgrades and re-qualifications.
- 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
 - 4.4.7.6. **(Added-388OG)** The Ops Sup will brief each flight prior to step using the 388 OG or 419 OG Standard Step Brief (Attachment 4).
- 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.

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. (388OG)SOF Guidance

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. (388OG) 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-388OG) When weather, runway, or taxiway problems (snow/ice) are anticipated, the SOF will report for duty a minimum of two hours prior to the first scheduled takeoff to coordinate with appropriate agencies (Base Operations, Weather, Hill Consolidated Command Post (HCCP), etc.) as required. The SOF should attend or designate a representative to attend the 0730L "Snow Brief" at Base Operations.

6.3. Duty Location:

6.3. (388OG) 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-388OG) The Hill AFB Air Traffic Control (ATC) Tower SOF duty desk will be the primary duty location for the 388/419 OG SOF.

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. (388OG) The alternate duty locations are defined as follows:

6.3.2.1. The SOF vehicle on the airfield.

6.3.2.1.1. (Added-388OG) The SOF vehicle.

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

6.3.2.2.1. **(Added-388OG)** The alternate ATC tower located on top of hanger one.

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.

6.4.3.1. **(Added-388OG)** SOFs will comply with the following vehicle procedures:

6.4.3.1.1. **(Added-388OG)** SOF call-sign is "Falcon 6" (if one SOF is driving the truck while a SOF is on duty in the tower, the vehicle call-sign will be "Falcon 6 Mobile").

6.4.3.1.2. **(Added-388OG)** The Monday opening SOF will inspect the SOF vehicle and sign off the AF Form 1800, Operator's Inspection Guide and Trouble Report.

6.4.3.1.3. **(Added-388OG)** The SOF will notify OGV whenever the gas tank is below one-quarter full or any vehicle maintenance is required. This information will also be annotated on the SOF Tour Report. OGV will fuel the vehicle, check the oil and tire pressure, and have the vehicle cleaned (if required). SOFs will coordinate directly with Base Operations for snow removal from the tower parking area.

6.4.3.1.4. **(Added-388OG)** If the SOF vehicle is unavailable, SOFs will use their respective squadron UHF equipped vehicle. If the squadron vehicle is unavailable, obtain one from another squadron. If no squadron vehicles are available contact OGV for assistance in securing an appropriate vehicle.

6.4.3.1.5. **(Added-388OG)** If the SOF vehicle breaks down during a tour contact OGV and annotate any problems on the end of tour report and on the AF Form 1800. If unable to contact OGV contact the Motor Medic, and inform them of the problem.

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.

6.4.6.1. **(Added-388OG)** The primary SOF library is available electronically in the stan eval shared drive W:\StanEval\SOF. The hard copy backup is located at the SOF duty desk in the ATC tower. The SOF library will include at a minimum:

Table 6.1. (Added-388OG) SOF Library Requirements

AFI 11-202V3, 22 Oct 2010	<i>General Flight Rules (plus ACC and 388 FW Supplements)</i>
AFI 11-2F-16V3, 18 Feb 2010	<i>F-16 Operations Procedures (plus ACC and 388 FW Supplements)</i>
AFI 11-418, 15 Sep 2011	Operations Supervision (plus ACC and 388 FW Supplements)
T.O. 1F-16CM-1	
T.O. 1F-16CM-1CL-1	
T.O. 1F-16CM-34-1-1CL-1	
388 FW Inflight Guide, July 2011	
SOF Read 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-388OG)** The SOF will transport the following to the alternate location: LMR, SOF Checklist, binoculars, and SOF library (AFIs, T.O.s, read files, checklists, and in-flight guide). The dedicated multi frequency radio will be pre-positioned.

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.

6.5.6.1. **(388OG)** (Added) SOFs will checked those who have been certified for three months and have completed a minimum of six SOF tours will be considered instructor SOFs and are certified to upgrade other aircrew members to SOF. This will be annotated on the Letter of Xs as an E. Squadron training officers are responsible for updating training certification through ARMS and squadron Letter of Xs.

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.

6.6.1.1. **(Added-388OG)** All SOFs will complete initial training IAW the 388/419 OG SOF training checklist (Attachment 2). SOF upgrade procedures are available in the SOF Book Volume 1. Upon completion of initial training, a copy of the completed SOF training checklist will be returned to OGV.5.7. Currency/Recurrency:

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.

Upgraders 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, upgraders 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).

6.7.2.1. **(Added-388OG)** 388/419 OG SOFs will confirm they are current with the SOF read file, SOF Tour Currency, SOF Meeting Currency, and the flying “Go/No-Go” list.

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.

6.8.1.1. **(Added-388OG)** 388 / 419 OG SOFs will attend the semi-annual SOF meeting; chaired by the 388 and 419 OG/CC. The 388 and 419 OG Standardization and Evaluation (388 OG/OGV and 419 OG/OGV) offices will update those personnel in attendance in ARMS by submitting a completed AF Form 1522, *ARMS Additional Training Accomplishment Report*, to 388th Operational Support Squadron Current Operations (388 OSS/OSO). The SOF meeting minutes will be entered as a SOF read file item. The SOF meeting slides will normally be briefed during the next monthly Unit Training Assembly (UTA) by 419 OG/OGV for the benefit of traditional reservists. Individuals unable to attend the SOF meeting or UTA brief will update the annual 388 OG and 419 OG/CC briefing requirement by reading and signing off the read file and submitting an AF Form 1522, *ARMS Additional Training Accomplishment Report*.

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-388OG)** The OPR for the Operations Supervision program will be 388 OG/OGV and 419 OG/OGV.

6.9.1.2. **(Added-388OG)** With 388 OG/CC and 419 OG/CC concurrence, the OG/CC will designate OPR for the SOF and Squadron Op Sup programs. These OPRs may not be OGV assets, but OGV will retain oversight of the OPR and the programs.

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.).

6.9.2.8.1. **(Added-388OG)** OGV will maintain a SOF read file and a current SOF read file index. Current read files will be signed off at the start of each SOF tour. OGV will review all read files at least annually for currency and rescind non-applicable items.

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.

7.1.1. **(Added-388OG)** Conference hotel procedures are outlined in the (388/419 OG) SOF Emergency Action Checklist Binder, the 388 / 419 SOF website and maintained in AFI 11-418.

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).

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.).

8.5.1. (Added-388OG) SOF Local Procedures

8.5.1.1. **(Added-388OG)** Before beginning/assuming SOF duties each SOF will ensure all SOF related Go/No-Go currencies are correct and current. The opening SOF will report directly to Base Operations and receive the current weather, notices to airmen (NOTAMS) and range restrictions. The SOF will pass to the OG/CC or designated rep and all squadron OS the opening airfield status no later than one hour prior to the first take-off. This status will be used to step pilots and will be updated as necessary by the SOF. All SOFs will utilize the Normal Action Checklist when assuming SOF duties and will complete the SOF Tour Report via the electronic SOF homepage on the SOF computer. Squadrons scheduling sorties, for which a SOF is required, outside the published daily flying window, are responsible for providing a SOF.

8.5.1.2. **(Added-388OG)** The SOF should confirm landing configuration of F-16 aircraft by the presence of either the landing or taxi light. If either light is not observed the SOF will direct the tower controller to advise the pilot. The pilot is expected to turn-on the landing/taxi light or make another "gear down" call. If the light is not subsequently observed or the additional call is not received the SOF will direct the tower controller to send the F-16 around.

8.5.1.3. **(Added-388OG)** During Ice FOD conditions either the SOF or the Maintenance Production Supervisor will determine whether intake monitors are required. Intake monitors are recommended anytime the temperature is between 20°F (-7°C) to 45°F (7°C) with precipitation, or the dew point is within 9°F (5°C) of ambient temperatures between 25°F (-4°C) to 45°F (7°C). Ice FOD monitors are required if the ambient temperature is less than 45°F (7°C) with standing water (or water mixed with ice /snow) near engine inlet. Base Weather or the SOF will pass information to each of the fighter squadrons and to the MOC. If intake monitors are required the SOF will limit the number of F-16s in End of Runway (EOR) (eight for

runway 14, seven for runway 32) and will not allow other F-16s to taxi until a parking spot (and intake monitor) are available at EOR. The SOF will work with the control tower watch supervisor to preclude "up to and hold short" and "line up and wait" instructions from the local controller.

8.5.1.4. **(Added-388OG)** The SOF is extremely busy at times and his/her full attention is required to ensure safe flying operations. The Hill Consolidated Command Post (HCCP), when requested by the SOF, may assist in passing airfield status to various agencies.

8.5.1.5. **(Added-388OG)** The SOF may speak directly to the fire chief (Chief 1/2) and ambulance (Medic 4/5) by using UHF radio on the appropriate frequency or net 10 on the brick.

8.5.1.6. **(Added-388OG)** Annotate equipment problems or program deficiencies, including any corrective actions taken, on the SOF Tour Report. Notify the Air Traffic Controller (ATC) watch supervisor if any tower equipment requires maintenance. Ensure a work order is established for all tower deficiencies. During normal duty hours, notify OGV by phone. Refer to the SOF checklists for additional guidance.

8.5.1.7. **(Added-388OG)** Use the following guidelines when handling multiple airborne emergencies:

8.5.1.7.1. **(Added-388OG)** If an emergency aircraft will close the runway and time is not critical, attempt to land other emergency and fuel critical aircraft first. Divert aircraft unable to hold until all emergencies have been recovered and the runway is reopened.

8.5.1.7.2. **(Added-388OG)** In the event of a crash the SOF will be extremely busy coordinating crash recovery operations. Consider requesting another SOF to supervise local area flying operations.

8.5.1.7.3. **(Added-388OG)** Additional SOF procedures will be IAW SOF normal/emergency action checklists located in the tower and SOF vehicle.

8.5.1.8. **(Added-388OG)** The SOF Checklist is contained in its own document and is IAW AFI 11-418 Attachment 2. The SOF Checklist is located primarily via hard copy at the SOF duty desk and backup via electronically on the shared drive W\StanEval\SOF\SOF Checklists.

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

8.6. **(388OG)** Procedures for deployed units to integrate into unit supervision structure.

8.6.1. **(Added-388OG)** 388 OSS/OSO and 86 FWS/Det1 will provide to OGV a list of all hosted flying units. OGV will post this letter via the SOF Read File. 388 OG or 419 OG SOF will provide SOF support for 53 WEG COMBAT HAMMER operations during 388 OG or 419 OG local flying windows. 53 WEG will provide a flight schedule to 388 OSS/OSOS for distribution to SOFs. SOFs are responsible for tracking and providing assistance to all 53 WEG deployed aircraft just as they would 388 OG aircraft. SOFs should consider possible differences in emergency and other procedures with dissimilar

aircraft flying in COMBAT HAMMER operations and seek advice from qualified personnel when able. During COMBAT HAMMER flying operations, an Operations Supervisor (locally assigned 86th Fighter Weapons Squadron personnel), as well as a deployed unit SOF-qualified individual will be in place in building 1 to assist in emergencies specific to the aircraft. The contact phone numbers for COMBAT HAMMER operations is 775-3425. Additionally, they will monitor HAMMER Ops frequency (397.0) and have a radio capable of monitoring SFA (Ch 13, 257.87). If COMBAT HAMMER operations are more than 1 hour outside 388 / 419 OG flying windows, deployed aircrew who are SOF qualified at their home-station will perform SOF duties in the tower. OGV may be required to provide training and 388 OG or 419 OG SOF may be required to provide familiarization tours to deployed SOFs, to include a SOF procedures briefing and tower familiarization tour. During any SOF training, and anytime a qualified 388 OG or 419 OG SOF is in the tower, he will have PRIMARY SOF RESPONSIBILITY. Reference the most current Combat Hammer LOA.

8.6.2. **(Added-388OG)** When a 388 OG or 419 OG SOF is in the tower they are the "lead SOF" per letter of agreement (LOA) with all other HAFB tenant units. A copy of the LOA is located in the SOF Book. The LOA gives the 388 / 419 OG SOF the authority and responsibility for safe oversight of all flying operations at Hill AFB. However, the LOA states that the 514 FLTS SOFs are responsible for their own aircraft. To help them make informed decisions the 388 / 419 OG SOF will keep the 514 FLTS SOFs informed of situations affecting their operations (weather decisions, runway closure, Ice FOD). The 388 OG or 419 OG SOF will prioritize the recovery sequence of all emergency aircraft.

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

8.7.1. **(Added-388OG)** HAFB Consolidated Command Post (HCCP) should utilize the SOF telephone hotlines for primary communications. Secondary communications will be via the LMR (Land Mobile Radio) SOFs may contact the 388 OG/CC or 419 OG/CC using the cell phone during flying operations. If unable to contact 388 OG/CC or 419 OG/CC using these means, have the HCCP contact 388 OG/CC. The 388 OG/CC may designate the 388 OG Deputy Commander (CD), 419 OG/CC, 419 OG/CD or a squadron commander as acting 388 OG/CC when required. The current OG representative will be posted on PEX.

8.8. Local CONFERENCE HOTEL procedures.

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

8.9.1. **(Added-388OG)** Ops Sups will notify OGV with any program and/or equipment deficiencies. OGV will designate an OPR to fix the deficiency.

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).

8.10.2.1. **(Added-388OG)** Documentation for the Ops Sup upgrade will be via the Ops Sup Training Checklist (Attachment 3) and the Letter of X's.

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.).

8.12.1. **(Added-388OG)** Air Force Reserve Command (AFRC): The primary and alternate SOF duty locations are the same as the 388 OG IAW para.6.3 of this supplement.

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.

8.13.1. **(Added-388OG)** AFRC: When one supervisor is covering both SOF and Ops Sup, the OG/CC available will assist with SOF and Ops Sup duties and responsibilities if required.

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.

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DCS, Operations, Plans and Requirements

(388OG)

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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/gcssaf61a/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 (388OG)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-418, *Operations Supervision*, 15 Sep 11
AFI 11-202V3, *General Flight Rules*, 22 Oct 10
AFI 11-2F-16V3, *F-16 Operations Procedures*, 18 Feb 10

Abbreviations and Acronyms

AFI--Air Force Instruction
AFRC—Air Force Reserve Command
AO--Aerodrome Officer
ARMS--Aviation Resource Management
ATC—Air Traffic Control
CD—Deputy Commander
EOR--End of Runway
FCF--Functional Check Flight
FCIF--Flight Crew Information File
FLIP--Flight Information Publications
FOD--Foreign Object Damage
HCCP--Hill Consolidated Command Post
IAW--In Accordance With
IFE—In-Flight Emergency
LOA--Letter of Agreement
LMR--Land Mobile Radio
MOC--Maintenance Operations Center
NOTAM--Notice to Airmen
OGV--388 /419 Operations Group Standardization/Evaluation
SOF--Supervisor of Flying
UHF--Ultra-High Frequency
UTA—Unit Training Assembly

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-388OG)

SUPERVISOR OF FLYING (SOF) TRAINING CHECKLIST

Table A5.1. Supervisor of Flying (SOF) Training Checklist

Supervisor of Flying (SOF) Training Checklist	
Name: _____ Rank: _____ Squadron: _____	
1.	Four-Ship Flight Lead Certification Date: _____
2.	Primary Assigned Aircraft (PAA) F-16 Hours: _____ (OG/CC waiver required if not experienced)
3.	Previous SOF Experience:
<input type="checkbox"/>	Last Base Assigned as a SOF: _____
<input type="checkbox"/>	Approximate Date of Last SOF Tour: _____
4.	Approvals/Interviews to enter SOF Upgrade Training:
	Squadron Commander: _____ Date: _____
	Operations Group Commander: _____ Date: _____
5.	Required Reading: _____ Date: _____
<input type="checkbox"/>	AFI 11-418 and 388OG Local Supp
<input type="checkbox"/>	SOF Read File
<input type="checkbox"/>	SOF Tour Report and Emergency Action Checklist
6.	Familiarization Visits:
<input type="checkbox"/>	Base Operations & Weather (7-2167)
<input type="checkbox"/>	Command Post (7-3007)
<input type="checkbox"/>	Fire Department (7-3022)
<input type="checkbox"/>	EOD Operations (7-5501)
<input type="checkbox"/>	Control Tower
<input type="checkbox"/>	Approach Control Information
<input type="checkbox"/>	SOF Vehicle Operations
7.	SOF Checkout Tours: Accomplish at least two 2 hour tours with an experienced SOF. One tour must be an opening tour (previously qualified SOFs require only the opening tour).
<input type="checkbox"/>	1st 2 hour SOF checkout tour
<input type="checkbox"/>	2nd 2 hour SOF checkout tour
<input type="checkbox"/>	Completed SOF Upgrade Scenarios and Additional Review Items
8.	SOF Test Test Score _____ %
9.	Flight Line Drivers License (AF Form 483) Number: _____
	Waiver (Required if SOF is "inexperienced" IAW 11-2F-16V1): _____ has the proven maturity, judgment and supervisory ability to perform duties as SOF and is waived the experienced requirement IAW 11-418 para. 6.5.1. This waiver remains in effect for 1 year.
10.	Operations Group Commander: _____ Date: _____
11.	Certification: Operations Group Commander: _____ Date: _____
12.	Letter of Xs Updated
13.	Return a copy of completed checklist to 388/ 419 OG/OGV

Attachment 6 (Added-388OG)
OPS SUP TRAINING CHECKLIST

Table A6.1. Ops Sup Training Checklist

Ops Sup Training Checklist	
Name: _____ Rank: _____ Squadron: _____	
1.	Required Reading: Date:
<input type="checkbox"/>	AFI 11-418 and 388 OG Local Sup
<input type="checkbox"/>	AFI11-2F-16V1
<input type="checkbox"/>	AFI 11-2F-16V3 and 388 OG Local Sup
<input type="checkbox"/>	AFI 11-202V3
2.	Ops Sup Checkout Tours:
<input type="checkbox"/>	Accomplish at least one supervised tour with an Ops Sup
10.	Certification: _____ completed the Ops Sup training on _____ and is qualified for Ops Sup duties at all squadrons. OG/CC approval (Only required if trainee is not SQ/CC, DO, ADO, or FLT/CC) Operations Group Commander: _____ Date: _____ (Printed Name): _____
11.	Letter of Xs Updated
12. Return a copy of the completed checklist to 388 / 419 OG/OGV	

Attachment 7 (Added-388OG)**STEP BRIEF****A7.1. (388OG) Step Brief**

- **Ensure conducive environment for step brief (Quiet, no TV's, turn down radios) DISPLAY : AIRFIELD STATUS, PEX SCHEDULE, WX RADAR**
- **CONFIRM GO/NO-GO ITEMS COMPLETE (Prior to passing tail numbers)**
 - Sign-out
 - FCIF
 - SEPT, CAPS
 - Read File, New Pubs / FLIP
 - CLASSIFIED SIGNED OUT !!!
 - Go/No-Go from ARMS (in daily fly book)
 - Egress/HH, CRM, Stan Eval Test, Local Area Survival
- **OVERDUE / UPCOMING CURRENCIES**
- **AIRFIELD STATUS (SOF Homepage viewable)**
 - Runway
 - NAVAIDS
 - Cables
 - RCR
 - Bird Condition / Ice FOD / Crosswinds
- **WEATHER UPDATE**
 - Local Ceiling, Visibility, & Winds
 - Area
 - Divert Status
 - Bingo Fuels
- **AIRCRAFT STATUS**
 - Configurations (SNIPER / VDL / ARC-210)
 - Hot / Cold Guns
 - Spares
 - Status from previous go
 - Crew Ready Status
 - Tail #s Posted After Step Brief & Crew Ready
- **BAD ACTOR ISSUES**
- **TAIL SWAPS**
- **AGENCY COORDINATION**
 - GCI
 - Weapons Delivery
 - Range Changes
 - ACMI / LINK 16
- **IFF TRACKER / UADS**
 - Start at step if requested
- **OPS NOTES**
 - Flying Related only
 - Hot Pit Operations / RWR Checks?

Remind pilots to call Range Control before Take Off (UHF 12)

Attachment 8 (Added-388OG)

SOF DAILY REPORT

Table A8.1. SOF Daily Report

388th Fighter Wing Supervisor of Flying Tour Report

Date:

Current FCIF:

Current SOF Read File:

	Org.	Rank/Name	Time In	Time Out	SOF Currency	SOF Read File/FCIF	Comments (Requal/Upgrade)
1					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2					<input type="checkbox"/>	<input type="checkbox"/>	
3					<input type="checkbox"/>	<input type="checkbox"/>	
4					<input type="checkbox"/>	<input type="checkbox"/>	
5					<input type="checkbox"/>	<input type="checkbox"/>	
6					<input type="checkbox"/>	<input type="checkbox"/>	

Significant Event Report

Include all significant events, I.E. aircraft, airfield, weather, and equipment problems. Include start and stop times for all events. For aircraft incidents, include type, call sign, squadron, tail number, and aircrew.

Aircraft Incidents:

(1) Time: Call Sign: A/C Type: Sq: Tail #: Pilot: Nature of emergency/problem and how it terminated:
(2) Time: Call Sign: A/C Type: Sq: Tail #: Pilot: Nature of emergency/problem and how it terminated:
(3) Time: Call Sign: A/C Type: Sq: Tail #: Pilot: Nature of emergency/problem and how it terminated:
(4) Time: Call Sign: A/C Type: Sq: Tail #: Pilot: Nature of emergency/problem and how it terminated: