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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 Education Training Command (AETC), Pacific Air Forces (PACAF), United States Air Forces in Europe (USAFE) air combat forces, and Air Force Reserve Command (AFRC). This instruction applies to all Air National Guard (ANG) units with ACC, PACAF, and AETC oversight (exception: does not apply to 156AW Puerto Rico ANG, 189 AW Arkansas ANG, and ANG RC-26B units). This instruction does not apply to Air Mobility Command (AMC), the Air Force Special Operations Command (AFSOC) and the United States Air Force (USAF) Aerial Demonstration Team (Thunderbirds). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at

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(920RQW) This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-418, *Operations Supervision*, dated 21 October 2005, Incorporating Change 1, 20 March 2007. This supplement describes the 920th Rescue Wing (920 RQW) responsibilities, requirements, procedures and training for the supervision of flying operations. This supplement applies to the 920th Operations Group (920 OG), 308th Rescue Squadron (308 RQS), and subordinate flying squadrons 39th Rescue Squadron (39 RQS) and 301st Rescue Squadron at Patrick Air Force Base (AFB), Florida (FL). 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 AF Forms 847 from the field through the appropriate functional’s chain of command. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. Major changes include: Extends the definition of “experienced” to include aircrews previously rated “experienced” in another MDS or previously rated “experienced” in a different crew position in the same MDS, updates Minimum Flying Unit Supervision Requirements (**Table 1**), adds AFRC requirements for Tanker Airlift Control Center (TACC) tasked missions, amends definition of “scrambles”, emphasizes Ops Sup responsibilities for units not requiring a SOF, requires the Ops Sup to ensure updates of electronic scheduling and tracking systems include changes/deviations from the daily flying schedule, clarifies SOF location for ACC flying units, specifies SOF qualifications, updates the SOF upgrade program and SOF continuation training, adds instructions for AFRC units which do not require a SOF, amends the SOF program administration, unit supplements and the waiver process, updates “Abbreviations and Acronyms” and CONFERENCE HOTEL contacts. A bar (|) indicates a change since last edition.

(920RQW) This interim change implements new guidelines and clarifies the use of the AFRC Form 124, ODC personnel qualifications, 39 RQS Ops Sup Duty Locations, and swaps ODC for SDO when discussing OPS SUP duty location requirements.

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1. General. 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) and Stand-by Duty Officer (SDO). The chain of supervision begins with the OG/CC, through the SOF, down to the individual squadron supervisors. Specific duties and responsibilities of each are defined later in this instruction. **Paragraph 3** specifies the requirements for each position. **NOTE:** For the purpose of this instruction “experienced” (aircrew) is used in accordance with (IAW) the definition specified in the Mission Design Series (MDS) specific AFI 11-2 MDS Volume 1. 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, are selected by the Squadron CC and approved by the OG/CC. Where no definition is provided, “experienced” will be determined by the unit squadron commander and approved by OG/CC.

1. (920RQW) General. The squadron Ops Sup is responsible to the 920th Operations Group Commander (OG/CC) and flying squadron Commander (CC) and Director of Operations (DO) for monitoring all phases of flying and for administering activities specified in AFI 11-418. The squadron Ops Sup is below the OG/CC (and if available the flying squadron CC and DO) in the chain of supervision and has the authority to direct appropriate actions, on behalf of the OG/CC or flying squadron CC or DO, to prevent unsafe situations and to otherwise support safe and efficient conduct of flight operations.

2. Operations Supervision Functions:

2.1. Supervisor of Flying. 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. Decision authority is delegated to this position to accomplish the mission.

NOTES:

1. SOF is not required for rescue/weather/electronic attack/airlift/air refueling/RC-26 operations/ special operations/deployed U-2 Ops.
2. ANG/AFRC may combine SOF and Ops Sup duties.
3. DELETED.

2.2. Operations Supervisor. The squadron Ops Sup must be filled by the squadron operations officer, assistant operations officer, 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.

2.2. (920RQW) Operations Supervisor (Ops Sup). The squadron Ops Sup position will be filled by the squadron DO, assistant operations officers (ADO), and highly qualified rated officers with proven maturity, judgment, and supervisory ability. These rated officers will be deemed qualified by the squadron commander and approved in writing by the OG/CC.

2.2.1. Squadron commanders can always fill the Ops Sup position, if available.

2.2.1. (920RQW) When flying operations are being conducted by the 308 RQS with 920 RQW aircraft/aircrew (training or operational), Operations Supervision command and control will be coordinated through the flying units Ops Sup. The 308 RQS SDO

will be responsible for supervision of all squadron operations. The Ops Sup will have contact numbers for the 308 RQS SDO for notification of any accident/incident or unusual circumstances. For any other training or operational events (i.e., non-flying events or flying with non-920 RQW aircraft/aircrew) the team commander (TC) or team leader (TL) will be responsible for contacting the SDO directly whenever a mission change or unusual circumstance occurs. The TC/TL will also contact the SDO at the termination of events for the day.

2.2.2. During local flying operations, an Ops Sup will always be immediately available to the OG/ CC, the SOF, command and control (C2) personnel or other supporting agencies to respond to any current operations issues requiring time-sensitive answers, decisions and actions.

2.2.3. For Tanker Airlift Control Center (TACC) tasked missions, AFRC units require an Ops Sup for home station departure and arrival.

2.3. Stand-by Duty Officer (SDO). The SDO is an experienced squadron member, designated by the squadron operations officer, who has the authority to make operations-related decisions and recommendations. The SDO is necessary when the squadron has on-going off-station operations. These operations include sorties that do not otherwise qualify as deployed sorties. When on duty, the SDO will be available to the OG/CC, the SOF, C2 personnel and other supporting agencies to respond to squadron operations issues. For operations where the SOF is not qualified to provide technical assistance to the type of aircraft airborne and an Ops Sup is not readily available, the SDO will assist the SOF as required

2.3. (920RQW) SDO duties are accomplished by an Ops Sup qualified officer designated by the squadron operations officer when the flying squadron has on-going off-station operations but no local flying operations. The SDO will assist off-station crews as required.

2.3.1. (Added-920RQW) 308 RQS SDO duties will normally be the responsibility of the CC or DO. Other SDO candidates will be recommended by the director of operations and appointed by the squadron commander. SDO candidates will complete the 308 RQS SDO training program prior to certification. If no SDOs are available, the DO can appoint another well qualified individual to perform SDO duties for a temporary basis, after receiving the proper training. Each SDO will have a copy of the 308 RQS Quick-Reaction Checklist (QRC) with them during off-duty hours if there are operations scheduled. The SDO will be reachable by phone and be able to return to base within 2 hours. The QRC will consist of contact numbers and procedures to follow in the event of accidents/incidents or other unusual circumstances.

3. Supervision of Flying Operations. All levels of flight operations may not require each supervisory position to be manned. With the exception of scramble (Active Duty), some type of squadron-level supervisor is always required (Ops Sup/SDO), but other factors enter into the decision if the group-level SOF position should be manned. **Table 1** outlines the minimum supervision requirements.

Table 1. Minimum Flying Unit Supervision Requirements.

Type of Operation	SOF Location	Ops Sup Location		SDO Location
	All Aircraft ^{1,8}	Fighter ⁸	Non-fighter ⁸	All Aircraft
Daily Flying Ops	Duty Location ²	Squadron ³ (Active Duty) Available ⁵ (ANG/AFRC)	Available ⁵	N/R
Reduced Flying Ops	N/R (Active Duty) Available ⁶ (ANG/AFRC)	Squadron ³ (Active Duty) Available ⁵ (ANG/AFRC)	Available ⁵	N/R
On-Going Off-Station Sorties	N/R	N/R	N/R	Available ⁵
Out of Local Area Ops	N/R	Available ⁶	Available ⁵	N/R
(Re)Deployment ≤ 4 aircraft (A/C)	N/R (Active Duty) Available ⁶ (ANG/AFRC)	Squadron ³ (Active Duty) Available ⁵ (ANG/AFRC)	Available ⁵	N/R
(Re)Deployment ≥ 5 A/C	Duty Location ² (Active Duty) Available ⁶ (ANG/AFRC)	Squadron ³ (Active Duty) Available ⁵ (ANG/AFRC)	Available ⁵	N/R
Deployed Operations	If required, Duty Location ⁴	Deployed Ops Facility ^{3, 4}	Available ^{4, 5}	N/R
Cross Country Dept/Return	N/R (Active Duty) Available ⁶ (ANG/AFRC)	Squadron ⁷ (Active Duty) Available ⁵ (ANG/AFRC)	Available ⁵	N/R
Functional Check Flight (FCF)	N/R	Per unit supplement	Per unit supplement	N/R
Scrambles	N/R	N/R	N/R (Active Duty) Available ⁵	N/R
TACC Missions ⁹	N/R	N/R	Available ^{5,10}	Available ⁵

3.1. Types of Operations. Classifying types and levels of flight activity is the basis for designating minimum supervision requirements. 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. Reduced Flying Operations. Operations, scheduled or unscheduled, that occur when majority of the unit is not flying. Under these conditions, OG/CC may direct that the group-level SOF position is not required.

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

3.1.4. Out of Local Area Operations. Missions that take off and land at home base but operate outside the local area for extended periods of time. These missions usually have primary emergency landing fields other than home base.

3.1.5. Deployment/Re-deployment. The departure from home station to another location or return to home station from another location.

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

3.1.7. Cross Country Departures>Returns. Aircraft departing from or returning to home station for other than a deployment, exercise or contingency.

3.1.8. Functional Check Flight. Aircraft launched to ensure it is airworthy and capable of accomplishing its mission.

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

3.1.10. TACC Missions. Missions flown with OPCON by the Tanker Airlift Control Center (TACC).

3.2. Minimum Supervision Requirements. These are outlined in **Table 1** for each type of operation. The OG/CC may impose additional requirements depending on local circumstances.

3.2.1. (**Added-920RQW**) During normal duty hours or on Unit Training Assembly (UTA) weekends, the squadron commander or operations officer is the primary supervisor for unit flying. The squadron Ops Sup assumes specified duties after normal duty hours or when specified by the unit commander or operations officer to act in his or her absence. A squadron Ops Sup may be appointed by the squadron commander or operations officer to serve during normal duty hours. In this case the chain of supervision flows up from the squadron Ops Sup through the squadron commander or operations officer to the 920 OG/CC.

4. Responsibilities of Supervisors: *NOTE:* For the purposes of this instruction, the term "operations group commander" also refers to the designated representative.

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. **(920RQW)** 920 OG/CC will be responsible for the implementation, direction, and execution of the Ops Sup program for both the 39 RQS and 301 RQS. 920th Operations Group Standardization and Evaluation (OG/OGV) and flying squadron Standardization and Evaluation (DOV) offices will assist the OG/CC in Ops Sup program management administrative actions.

4.1.2. Be immediately available to the SOF or Ops Sup 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, where appropriate.

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

4.2. SOF will:

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

4.2.2. 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, supervisors, command and control personnel and support agencies regarding the safe and efficient conduct of flight operations.

4.2.2.1. While aircraft commanders are ultimately responsible for the safe operation of their aircraft, the SOF will ensure that in-flight emergency (IFE) recovery plans and weather related mission changes reflect sound airmanship, follow AFI and technical order guidance, and “pass the common sense check.”

4.2.3. Remember that safety is the first priority. If safety is an issue, the SOF has the authority to 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.

4.2.4. Prior to the first launch, ensure the airfield status is suitable for safe operations IAW Air Force, major command (MAJCOM) and local directives.

4.2.5. During an emergency or an abnormal situation, provide aircrews with guidance, timely advice and assistance to determine a correct course of action to safely recover the aircraft.

4.2.6. 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.)

4.2.7. Closely monitor the status of primary and emergency airfields and inform aircrews of changes that may affect flight operations.

4.2.8. 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. This course of action could extend to departures and recoveries as well as diverts or SOF directed holding. The SOF will determine suitable weather alternates, assign them accordingly and monitor them. When necessary to ensure safe flight operations, the SOF will coordinate with the air traffic control (ATC) watch supervisor or senior controller for runway changes.

4.2.9. Prepare a daily log tracking major events, with format and content as defined by unit supplement. The SOF will debrief the OG/CC and the applicable squadron commander of any aircraft involved in an unusual situation, IFE, weather divert or other mission change requiring SOF action or intervention.

4.3. Ops Sup will:

4.3.1. Be on duty when required by **Table 1** and be present in the squadron when required in the performance of the duties listed below.

4.3.2. Be immediately available to assist the SOF or aircrew (for units which do not require a SOF).

4.3.3. 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.

4.3.4. For situations where the SOF and Ops Sup 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.

4.3.5. Ensure the SOF is advised of any changes or deviations to the squadron's flying schedule.

4.3.6. Be responsible for the execution of the daily flying schedule and coordinate any mission changes as required. Ensure that the actual mission flown is accurately annotated on the flying schedule.

4.3.6.1. Be assisted by SARM personnel or a duty officer as required.

4.3.7. Ensure crews are briefed on aircraft and airfield status, aircraft configuration, scheduled and available airspace and weather.

4.3.8. Manage aircraft tail number changes, crew swaps, flight-plan and airspace changes.

4.3.9. Ensure electronic scheduling and tracking systems are updated to include changes to and deviations from the daily flying schedule.

4.3.9.1. Prepare, at squadron commander's discretion, a daily operations log to aid in tracking daily operations. For missions where a SOF is not required, this log will be prepared by Ops Sup or SDO. Log format and content will be defined by unit supplement. **NOTE:** Mission commanders/flight leads are required to coordinate with Operations Supervisor/Top 3 prior to the flight brief when intended sortie type, profile, airspace, and/or aircraft configuration do not match the approved schedule.

- 4.3.10. **(Added-920RQW)** Be responsible to the OG/CC and flying squadron commanders and DOs for monitoring and supervising all phases of unit flying operations and will provide assistance, advice, and recommendations to aircrews, supervisors, command and control personnel and support agencies regarding the safe and efficient conduct of flight operations.
- 4.3.11. **(Added-920RQW)** Run normal Ops Sup checklists and operations-related QRC.
- 4.3.12. **(Added-920RQW)** QRCs will be provided by the consolidated 45th Space Wing (45 SW)/920 RQW Command Post supervisor(s) to 920 OG/OGV for Ops Sup use and updated as required. QRC's required by paragraph 11.10.2 through paragraph 11.10.19 of this supplement, or those unique to the 39 RQS, 301 RQS, or 308 RQS will be developed and updated by the squadron DOV and then approved by 920 OG/OGV.
- 4.3.13. **(Added-920RQW)** Notify the flying squadron CC and DO and OG/CC of significant events as specified by locally developed checklists.
- 4.3.14. **(Added-920RQW)** Notify 45 SW/920 RQW/Headquarters (HQ) Air Force Reserve Command (AFRC) Posts as specified by locally developed checklists.
- 4.3.15. **(Added-920RQW)** Ops Sup may not change the aircraft commander designation ("A" code) without verbal approval from commander or designated flight orders approving official.
- 4.3.16. **(Added-920RQW)** All amendments to flight orders must be made with concurrence of aircraft commander and verification that affected crewmembers are qualified and current to perform all duties of that mission.
- 4.3.17. **(Added-920RQW)** Ops Sup may not authorize change of pay status without verbal approval from flight order approving official.
- 4.3.18. **(Added-920RQW)** Ensure accuracy of unit's flight orders by checking all proposed changes for qualification/currency and if a squadron flight authorization approving official is not available, initialing all changes in ink.
- 4.3.19. **(Added-920RQW)** Maintain operations center log of significant events on AFRC Form 124, Events Log.
- 4.3.20. **(Added-920RQW)** Enforce unit Go/No-Go program.
- 4.3.21. **(Added-920RQW)** Initial, in ink, AFRC Form 9, *Flight Authorization*, (flight orders) verifying that crewmember's Go/No-Go status has been checked.
- 4.3.22. **(Added-920RQW)** Review and initial each crew's Operational Risk Management (ORM) worksheet and discuss risk mitigation options with aircraft commander, and coordinate if higher approval is required.
- 4.3.23. **(Added-920RQW)** Monitor weather.
- 4.3.24. **(Added-920RQW)** Recall aircraft to local area if conditions develop which would make safe recovery of aircraft at scheduled landing times doubtful.
- 4.3.25. **(Added-920RQW)** Divert aircraft to another location should unsafe conditions exist at Patrick AFB which would prevent safe recovery of aircraft.

4.3.26. **(Added-920RQW)** Amend Flight Authorizations.

4.3.27. **(Added-920RQW)** In the case of going from two flying lines to one, adjust crew compliment to maximize training.

4.3.28. **(Added-920RQW)** Ops Sup should not increase the total number of crewmembers on any mission without valid justification (training to be accomplished, currency, etc.).

4.3.29. **(Added-920RQW)** Ops Sup should consult with the Instructor Pilot (IP) or Aircraft Commander (AC) of the remaining flying line to ensure desired training can be accomplished within the time allotted or with the assets available.

4.3.30. **(Added-920RQW)** Is authorized to change names of crewmembers, based on crewmember non-availability, in the absence of the CC, DO, or ADO.

4.3.31. **(Added-920RQW)** Assume duties of current operations when that office is unmanned (real time actions only).

4.3.32. **(Added-920RQW)** Authorize Additional Ground Training Periods (AGTPs) when aircrew are unable to takeoff by end of first AFTP period and training dictates mission be launched.

4.3.33. **(Added-920RQW)** Cancel the flying line if the aircraft is not released from maintenance to the crew in time to facilitate a takeoff no later than two hours after scheduled takeoff time. The aircraft commander together with the Ops Sup may coordinate exceptions to this policy when circumstances (evaluation, customer, etc.) dictate that mission be flown with minimal flying time.

4.3.34. **(DELETED-920RQW)**

4.3.35. **(Added-920RQW)** HC-130 aircraft normally require 2.5 hours from release by maintenance until planned takeoff when a full aircrew preflight is needed.

4.3.36. **(Added-920RQW)** HH-60G aircraft normally require 1.5 hours from release by maintenance until planned takeoff when a full aircrew preflight is needed.

4.4. SDO will:

4.4.1. Be on duty when required by **Table 1**

4.4.2. Be available by telephone, pager or radio to respond to any current operational issues requiring time-sensitive answers, decisions and actions.

4.4.3. Ensure the SOF and Ops Sup are advised of any changes or deviations to the squadron's flying schedule.

4.5. **(Added-920RQW)** Aircraft Commander (AC).

4.5.1. **(Added-920RQW)** The AC is responsible for all aspects of the flight and will receive/review the currency, qualification, and Go/No-Go status of each crewmember of the flight.

4.5.2. **(Added-920RQW)** The AC will ensure a qualified instructor is on-board when any crewmember requires supervision.

4.5.3. **(Added-920RQW)** If changes are made to the flight orders, get CC, DO, ADO approval prior to the flight, or the Ops Sup in the absence of authorized flight order signing officials.

4.5.4. **(Added-920RQW)** Coordinate with the Ops Sup to ensure the unit CC, DO, and OG/CC are notified of any unusual events during the flight.

4.6. **(Added-920RQW)** Operations Duty Controller (ODC) (Non-Supervisory).

4.6.1. **(Added-920RQW)** General. Any squadron personnel qualified as ODC may perform ODC duties. The ODC will staff the duty desk and assist the Ops Sup and aircraft commander. The Ops Sup is responsible for ensuring the ODC is familiar with all duties and expectations.

4.6.2. **(Added-920RQW)** Duties. The ODC will advise the Ops Sup of all pertinent information and assist in completing duty desk checklists, performing Go/No-Go checks, confirming aircrew schedule for the next day's flights, obtaining weather updates, posting approved schedule changes, posting Notices to Airmen (NOTAMs), fax or call-in flight plans, ordering meals from the in-flight kitchen, reviewing flight folder contents, arranging crew transportation, performing communication checks, updating crews on airfield status (bird condition, lightning, significant weather), recording activities in the events log, securing vehicles, and securing the building.

4.6.3. **(Added-920RQW)** Duty hours and location. When scheduled, the ODC will report to the squadron operations desk one hour prior to the crew briefing and remain until the building is secure unless released earlier by the Ops Sup.

5. Responsibilities of Other Key Unit Personnel:

5.1. Wing/unit commanders are responsible for an effective Operations Supervision program for all assigned and attached units and ensure other group commanders support the OG/CC when and where needed in order to execute an effective program.

5.2. Mission Support group commanders are responsible for the maintenance, upgrade and repair of the applicable SOF facilities and equipment.

5.3. Mission Support group/Logistic Readiness group commanders are responsible for maintenance, upgrade and repair of the SOF vehicle.

5.4. Squadron commanders ensure a SOF/Ops Sup/SDO is on duty when required by **Table 1**.

5.5. Command post is responsible for tracking all wing flying activities, both on and off station. It functions as the central source for information during an emergency. **ANG/AFRC:** Single squadron units and units with minimal command post full-time manning may establish procedures for unit SOF, Ops Sup, and duty desk personnel to track flying activities and be the central source for information during an emergency.

6. Handling of In-Flight Emergencies:

6.1. The primary objective during an abnormal/emergency situation is the safe recovery of the aircrew and aircraft. When establishing procedures, units will consider:

6.1.1. 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.

6.1.2. Using the command post, or other capable agency, to notify all appropriate agencies and key personnel of an IFE and provide situation updates, allowing the SOF or Ops Sup to devote full attention to the emergency.

6.1.3. Prioritizing actions during concurrent emergencies/abnormal situations.

6.1.4. Authorizing direct communications (over discrete SOF or squadron common frequency) from the Ops Sup/SDO to an IFE aircrew. Only ATC personnel may authorize direct communication over ATC frequencies, including the SFA frequency. However, this does not preclude the SOF from using whatever communication necessary, to include GUARD and SFA, to prevent an unsafe situation that could immediately jeopardize safe recovery.

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

6.1.6. 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.

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

6.1.8. Directing the Ops Sup or other highly qualified individual to report to the SOF's duty location during an abnormal situation/recovery if time permits.

7. CONFERENCE HOTEL Aircraft Specific Procedures: *NOTE*: DELETED.

7.1. 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 specific MDS procedures.

7.2. **Table A4.1.** shows the different MDSs and the MDS-specific reference paragraphs.

8. SOF/ATC Relationship:

8.1. The relationship between supervisors and ATC must be based on professionalism, trust and teamwork. SOFs represent the OG/CC for the conduct of safe flight operations and mission accomplishment.

8.2. The separation and sequencing of traffic are the responsibilities of the watch supervisors and controllers. 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.

8.3. 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.

9. Duty Hours:

9.1. Prior to beginning supervisory duties, the SOF will meet crew rest requirements as directed by AFI 11-202V3, *General Flight Rules*, as supplemented. For AFRC units, 12 hours of crew rest is required prior to starting duty but may be waived by the OG/CC to 8 hours on a case-by-case basis.

9.2. Maximum duty day for SOF is 12 hours. Waiver authority for SOF duty day is OG/CC. For AFRC units, the maximum duty day for SOF is 16 hours and may not be waived.

9.3. The SOF will be on duty in with sufficient time to complete required duties in [paragraph 4.2](#) and will be in the primary or alternate duty location 30 minutes prior to first scheduled takeoff and remain on duty until the last aircraft is shut down.

9.4. (AFRC/ANG) If Ops Sup and SOF duties are combined, SOF duty hour limitations apply.

9.5. (Added-920RQW) Prior to beginning the duty day, an Ops Sup will have a minimum of eight hours rest.

9.6. (Added-920RQW) The Ops Sup will arrive with ample time to accomplish the Opening/Changeover Checklist prior to the scheduled aircrew show time/brief time. This is normally one hour before the scheduled aircrew brief time. The Ops Sup will be released from duty upon completion of the Closing or Changeover Checklist. There is no maximum duty period.

10. SOF Duty Location:

10.1. The OG/CC will designate primary and alternate SOF duty locations. 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 designated locations must provide the SOF with timely access to a SOF vehicle and the airfield 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.

10.2. The primary SOF location for active duty bomber and fighter units will be in the control tower. The primary SOF location for **all** ACC flying units will be in the control tower (OG/CC may designate an alternate SOF duty location IAW this regulation). ANG/AFRC and smaller than wing-sized units will designate, in priority order, the SOF primary and alternate duty locations in their unit supplement to this instruction. Also see [paragraph 16](#) for ANG/AFRC and smaller than wing-sized units. Unless contained in the following list, SOF duty locations need an OG/CC waiver:

10.2.1. The control tower.

10.2.2. The SOF vehicle on the airfield.

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

10.2.4. The unit dispatch desk.

10.2.5. The command post.

10.3. **(Added-920RQW)** The 39 RQS Ops Sup primary duty location is the squadron rescue operations center (ROC), room 24, Bldg 673. The alternate locations in order of preference are the 301 RQS Ops Sup duty location in Bldg 619, the Patrick Command Post in Bldg 423, and the 920 Maintenance Operations Flight Maintenance Operations Center (MOC) in Bldg 750. All locations are on Patrick AFB.

10.4. **(Added-920RQW)** The 301 RQS Ops Sup primary duty location is the squadron rescue operations center (ROC), room 119, Bldg. 629. The alternate locations in order of preference are the 39 RQS Ops Sup duty location in Bldg 673, the Patrick Command Post in Bldg 423, and the 920 Maintenance Operations Flight Maintenance Operations Center (MOC) in Bldg 750. All locations are on Patrick AFB.

10.5. **(Added-920RQW)** When assisted by an ODC located at the squadron rescue operations center, the Ops Sup will remain within 30 minutes of the squadron facility and be immediately available by telephone, pager or radio. The ODC is a non-supervisory position and the ODC can never relieve the Ops Sup of supervisory responsibilities.

10.6. **(Added-920RQW)** The 920 OG/CC will direct the Ops Sup to relocate to the alternate Ops Sup location when required.

10.6.1. **(Added-920RQW)** The Ops Sup will transfer all required Ops Sup checklists, logs, and guides to the alternate Ops Sup location along with any hand-portable radios.

11. SOF Equipment:

11.1. The communication equipment must be functional and immediately available to the SOF and include:

11.1.1. A dedicated multi-frequency radio (UHF, VHF and/or HF, as appropriate) to contact airborne aircraft.

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

11.1.3. The minimum equipment for the SOF to communicate with airborne aircraft and the command and control network and monitor ATC.

11.2. An appropriate local weather dissemination system will be available.

11.3. Units are required to have a dedicated SOF vehicle immediately available to the SOF and positioned to respond to emergencies, perform airfield inspections and other official purposes. This vehicle must have a flight line clearance and be equipped with a multi-channel radio capable of contacting unit aircraft and local controllers. MAJCOMs may waive this requirement in their supplement to this instruction. AFRC: Wing commander or equivalent may waive this requirement IAW [paragraph 19](#).

11.4. Locally developed checklists will be used to outline procedures for normal and emergency procedures. The required SOF checklists are listed in [Attachment 2](#).

11.5. SOF dedicated binoculars will be immediately available to the SOF when in the control tower, RSU/RMU or SOF vehicle.

11.6. The SOF will have access to such items as applicable directives and instructions, aircraft Technical Orders, checklists, in-flight guides, SOF read/information file, etc. If the SOF repositions to an alternate location, minimum essential equipment will be available (pre-positioned or transported).

11.7. **(Added-920RQW)** Ops Sup Equipment:

11.7.1. **(Added-920RQW)** Dedicated multi-frequency radio (UHF, VHF, VHF/FM and/or HF/Satellite Communications (SATCOM) as appropriate) to contact airborne aircraft.

11.7.2. **(Added-920RQW)** Telephone to contact on-call supervisors, commanders, weather facilities, and maintenance.

11.8. **(Added-920RQW)** The Ops Sup, SDO, and/or ODC will annotate any deficiencies or requirements for Ops Sup equipment in the Daily Log and ensure squadron CC or DO are briefed on the status of equipment.

11.9. **(Added-920RQW)** Ops Sup vehicle immediately available to respond to emergencies, assist aircrews, and other official purposes. This vehicle must have flight line clearance. The vehicle does not require an installed two-way radio provided the Ops Sup has access to a hand-portable radio for contact with the ROC, command post, MOC, or ground control as necessary.

11.10. **(Added-920RQW)** Ops Sup Checklists. The Operations Supervisor will accomplish the following checklists:

11.10.1. **(Added-920RQW)** Normal Checklists. Ops Sup will follow locally developed checklist in Ops Sup Book #1, located at unit's operations desk.

11.10.1.1. **(Added-920RQW)** Opening.

11.10.1.2. **(Added-920RQW)** Briefing.

11.10.1.3. **(Added-920RQW)** Aircraft Airborne.

11.10.1.4. **(Added-920RQW)** Changeover.

11.10.1.5. **(Added-920RQW)** After Flight.

11.10.1.6. **(Added-920RQW)** Closing.

11.10.2. **(Added-920RQW)** Quick Reaction Checklists (QRC) (if required). Ops Sup will follow locally developed checklist in Ops Sup Book #2, located at unit's operations desk.

11.10.2.1. **(Added-920RQW)** Group & Squadron Commander/Operations Officer Notification.

11.10.2.2. **(Added-920RQW)** Aircraft Emergency.

- 11.10.2.3. **(Added-920RQW)** Emergency Divert.
- 11.10.2.4. **(Added-920RQW)** Weather Recall.
- 11.10.2.5. **(Added-920RQW)** Change of Runway.
- 11.10.2.6. **(Added-920RQW)** Runway Closure.
- 11.10.2.7. **(Added-920RQW)** Anti-Hijack.
- 11.10.2.8. **(Added-920RQW)** Communications Search.
- 11.10.2.9. **(Added-920RQW)** Aircraft Dispersal.
- 11.10.2.10. **(Added-920RQW)** Hung Ordnance.
- 11.10.2.11. **(Added-920RQW)** Bird Condition.
- 11.10.2.12. **(Added-920RQW)** Bird Strike.
- 11.10.2.13. **(Added-920RQW)** Controlled Jettison.
- 11.10.2.14. **(Added-920RQW)** Hot Brakes.
- 11.10.2.15. **(Added-920RQW)** Aircraft Mishap.
- 11.10.2.16. **(Added-920RQW)** CONFERENCE HOTEL Procedures.
- 11.10.2.17. **(Added-920RQW)** Search and Rescue.
- 11.10.2.18. **(Added-920RQW)** Off-Drop Zone (DZ) Airdrop.
- 11.10.2.19. **(Added-920RQW)** Airdrop Malfunction.
- 11.10.2.20. **(Added-920RQW)** Operational Reporting Guide (for other events not covered by QRC's).

12. SOF Qualifications:

12.1. All SOF nominees will be experienced, rated officers with proven maturity, judgment and supervisory ability. They must be mission qualified combat mission ready (CMR)/basic mission capable (BMC) in a unit aircraft and medically qualified to fly.

12.2. All SOFs will complete the SOF qualification or upgrade program.

12.3. Duties not involving flying (DNIF) crewmembers may perform SOF duties when specifically cleared by a flight surgeon.

12.4. Qualified SOFs may perform duties while N-CMR/N-BMC at the discretion of the OG/CC. The status must be temporary in nature (due to TDY, DNIF status, RAP sortie look back, ground training courses, etc.). All SOF related items will be current. Qualified SOFs will not perform SOF duties in unqualified (UQ) status. EXCEPTION: AFRC OG/CC may approve qualified SOFs to perform SOF duties in UQ status on a case by case basis.

12.5. **(Added-920RQW)** Operations Supervisor Qualifications.

12.5.1. **(Added-920RQW)** Ops Sup nominees will be experienced rated officers with proven maturity, judgment, and supervisory ability. They must also be at least Basic Mission Capable in unit aircraft and medically qualified to fly. Note: Crewmembers in

DNIF status may perform Ops Sup duties when specifically cleared by a Flight Surgeon. See Attachment 5 (added).

12.5.2. **(Added-920RQW)** All Ops Sups will complete the Ops Sup qualification/upgrade/continuation program. While this program is less restrictive than the SOF qualification/upgrade/continuation program, it does meet the requirements for Ops Sups and the provisions for ANG/AFRC units.

13. SOF Currency/Recurrency. The currency for SOF duties is 90 days (**ANG/AFRC:** 180 days; **AETC ANG/Reserve Associate Instructor Pilots:** 90 days). Individual squadrons will track SOF currencies (Aviation Resource Management System [ARMS] preferred). To regain currency, as a minimum, accomplish a 1-hour supervised tour with a current and qualified SOF.

13.1. **(Added-920RQW)** Operations Supervisor Currency. There are no currency requirements for Ops Sup or SDO duties. Ops Sup's who are not able to attend annual training are required to read the meeting minutes prior to assuming Ops Sup duties.

14. SOF Upgrade Program:

14.1. Squadron commanders will screen and review qualifications of all SOF candidates before nominating them for entry into the upgrade program.

14.2. 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.

14.3. All upgrading SOFs will become familiar with airfield procedures, primary and alternate duty locations, equipment and local support agencies. The upgrade program will emphasize operating procedures and support provided, specifically capabilities and limitations. Upgrade programs will include:

14.3.1. Weather (to include forecaster duties and priorities) information.

14.3.2. Approach control information.

14.3.3. Tower operation.

14.3.4. Crash/fire/rescue operation.

14.3.5. Explosive ordnance disposal operation.

14.3.6. Base ops operation.

14.3.7. Command post operation.

14.3.8. Airfield Drivers License Qualification (N/A ANG/AFRC if alternate location is not IAW [para 10.2.2](#))

14.4. For previously qualified SOFs, the OG/CC may waive applicable upgrade requirements.

14.5. The upgrading SOF will accomplish two supervised upgrade tours of two hours each (minimum of 4 hours of training time) with a current and qualified SOF (IAW [para 14.9](#)). Conduct SOF training on two different days in order for the upgradee to observe differing wind and weather conditions. Upgradees will act as primary SOF on their second upgrade

tour (previously qualified SOFs require only this tour). These tours must include the following:

- 14.5.1. Operation of all SOF equipment and radios.
 - 14.5.2. Contact procedures for aircraft and support agencies.
 - 14.5.3. A review of publications and directives available to the SOF.
 - 14.5.4. Operation of SOF vehicle (requires a flight line permit/license).
 - 14.5.5. A familiarity tour of the airfield and discussion of frequently used travel routes.
 - 14.5.6. When acting as primary SOF, the upgradee will successfully handle an IFE (actual or simulated).
- 14.6. All upgrading SOFs will become familiar with the performance aspects and characteristics of all base assigned aircraft.
- 14.7. Upgrading SOFs will accomplish an initial written examination containing a minimum of 25 questions on SOF duties, procedures and responsibilities. Minimum passing grade is 85 percent correctable to 100 percent.
- 14.8. The OG/CC will review upgrade training records and certify upgradees for SOF duties.
- 14.9. (N/A AFRC/ANG) SQ/CCs will designate in writing and OG/CCs will certify (on the "letter of X" or equivalent documentation) and OG/CCs will certify on appropriate documentation SOFs who are qualified to upgrade a crewmember to SOF (i.e., perform the duties of an "Instructor SOF").
- 14.10. (Added-920RQW) Operations Supervisor Upgrade Program.
- 14.10.1. (Added-920RQW) Ops Sup candidates are nominated by the unit commander or operations officer and approved by the OG/CC before entry into the upgrade program.
 - 14.10.2. (Added-920RQW) All Ops Sup candidates will receive an interview and briefing from the OG/CC on responsibilities, personal philosophy and expectations. OG/CCs will emphasize the Ops Sup position as both a squadron and group level supervisor and that decision authority is delegated to the Ops Sup position to ensure the safe accomplishment of the mission.
 - 14.10.3. (Added-920RQW) All upgrading Ops Sups will become familiar with airfield procedures, primary and alternate duty locations, equipment and local support agencies. The upgrade program will emphasize operating procedures and support provided specifically capabilities and limitations. Upgrade programs will include:
 - 14.10.4. (Added-920RQW) Range control operation and range schedules.
 - 14.10.5. (Added-920RQW) Maintenance control operation.
 - 14.10.6. (Added-920RQW) The OG/CC may waive applicable upgrade requirements for previously qualified Ops Sups..
 - 14.10.7. (Added-920RQW) Upgrading Ops Sup will accomplish two separate supervised upgrade tours of duty. The first tour should be accomplished under the supervision of an Air Reserve Technician (ART) Ops Sup when possible. The second

tour may be accomplished under the supervision of any qualified and current Ops Sup. Supervised tours will be conducted IAW Attachment 6 (added) of this supplement.

14.10.8. **(Added-920RQW)** The flying squadron DOV offices are each unit's Ops Sup program administrator and will review completed training records and forward AF Form 1522, *ARMS Additional Training Accomplishment*, to the Directorate of Training and Flight Management (DOTF) for entry into the Aviation Resource Management System (ARMS) computer database. Additionally, DOV will update the unit Ops Sup qualification letter for 920 OG/CC signature/certification.

15. SOF Continuation Training (CT):

15.1. Semi-annual SOF meetings are the usual means to accomplish CT. Commanders will be involved in developing meeting agendas and all qualified SOFs are expected to attend. If unable to attend, SOFs will review meeting minutes.

15.2. Annually, all SOFs are required to review applicable SOF guidance and directives and receive a briefing from the OG/CC on responsibilities, expectations and commander perspective. If unable to attend the OG/CC briefing, SOFs will review briefing minutes.

15.3. **(Added-920RQW)** An Annual Ops Sup meeting is the usual means to accomplish continuation training. During this meeting, the OG/CC or representative will brief Ops Sups on responsibilities, expectations, and commander perspective. Normally, annual meetings will be held during each June UTA or subsequent UTA periods. The 920 OG/CC may delegate the conduct of annual continuation training to 920 OG/OGV and unit DOVs on a case-by-case basis.

16. Provisions for ANG/AFRC and Smaller Than Wing-Sized Units. The provisions of this paragraph apply to ANG/AFRC units and to units not directly associated with a typical wing (i.e., geographically separated units/squadrons, detachments, etc.).

16.1. 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.

16.2. In ANG/AFRC and smaller than wing size units, supervisory positions are limited based on unit authorizations. 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 the single operations supervisor will be SOF qualified. Units will establish procedures in their unit supplement to this instruction for others to assist with SOF and Ops Sup duties and responsibilities if required during times when one supervisor is covering both SOF and Operations Supervisor positions.

16.3. For AFRC units which do not require a SOF, the OG/CC will designate duty locations and procedures for Ops Sup during IFEs in the unit supplement to AFI 11-418.

17. SOF Program Administration:

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

17.2. The OPR will:

17.2.1. Develop and administer the SOF initial training program.

17.2.2. Develop and administer the SOF qualification test. This is a controlled test of at least 25 questions. It will be updated/reviewed annually.

17.2.3. Retain all initial qualification and continuation training records IAW the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>.

17.2.4. Establish procedures for monitoring SOF currencies and continuation training requirements (ARMS preferred).

17.2.5. Schedule semi-annual SOF meetings.

17.2.6. Publish SOF meeting minutes for review by SOFs and other supervisors unable to attend.

17.2.7. Develop normal and emergency SOF checklists and review/update annually.

17.2.8. Update the SOF publications as required.

17.2.9. Be primarily responsible for developing the group supplement to this instruction.

17.2.10. Ensure SOF equipment is maintained in operating condition and is adequate for mission accomplishment.

17.3. (Added-920RQW) Operations Supervisor Program Administration:

17.3.1. **(Added-920RQW)** 920 OG/CC designates 920 OG/OGV as OPR for overall administration of the program, supported by 39 RQS/DOV and 301 RQS/DOV as unit program managers.

17.3.1.1. **(Added-920RQW)** Develop the Ops Sup initial qualification training program.

17.3.2. **(Added-920RQW)** Schedule annual Ops Sup continuation training meetings.

17.3.3. **(Added-920RQW)** Retain all initial qualification and continuation training records for one year.

17.3.4. **(Added-920RQW)** Update the Ops Sup #1 Continuity book as required.

17.4. (Added-920RQW) Unit program manager(s) will:

17.4.1. **(Added-920RQW)** Administer the Ops Sup initial qualification program.

17.4.2. **(Added-920RQW)** Update unit Ops Sup qualification list, as required, for OG/CC signature/ certification.

17.4.3. **(Added-920RQW)** Monitor Ops Sup continuation training requirements.

17.4.4. **(Added-920RQW)** Develop normal and emergency Ops Sup checklists and review/update annually.

17.4.5. **(Added-920RQW)** Update the Ops Sup #2 Continuity book as required.

18. Unit Supplement:

18.1. Each wing/group will supplement this instruction to expand upon basic guidance and incorporate local procedures. The unit supplement should establish or detail the following items as required:

- 18.1.1. Unit organization with responsibility for administering the Operations Supervision program.
- 18.1.2. Primary and alternate SOF locations and specific equipment requirements.
- 18.1.3. Supervision requirements and duty locations for FCFs.
- 18.1.4. Use , review and maintenance of a SOF Read File(s).
- 18.1.5. (**ANG/AFRC units**) Determination of who (other than the WG/CC or OG/CC), can cancel flying.
- 18.1.6. Local procedures and checklists for SOFs.
- 18.1.7. Procedures for deployed units to integrate into unit supervision structure.
- 18.1.8. Procedures (beeper, phone, radio, etc.) for unit command and control personnel to contact unit supervision during flying operations.
- 18.1.9. Local CONFERENCE HOTEL procedures.
- 18.1.10. Procedures for documenting and correcting Operations Supervision program and equipment deficiencies.
- 18.1.11. Ops Sup/SDO qualifications, currencies, upgrade programs, crew rest and maximum duty period (if any).
- 18.1.12. Procedures for SOF or Ops Sup during IFEs.

19. Waivers.

19.1. Unit guidance cannot be less restrictive than the basic instruction except where specifically permitted. The OG/CC, unless otherwise stated, is the waiver authority for this instruction. Waivers may be issued for a maximum of 1 year or until this instruction is superseded, whichever occurs first. All waivers must be reviewed and renewed in one year increments to ensure their individual validity. Forward a copy of any waivers, through channels, to the MAJCOM/A3T (A3V) (or the equivalent). ANG/AFRC units will forward a copy to the Numbered Air Force /A3 with oversight responsibility. ACC-gained ANG units will forward a copy to HQ ACC/A3G.

20. Prescribed Forms.

None.

21. Adopted Forms.

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

AF IMT 847, *Recommendation for Change of Publication*

AF Form 1522, *ARMS Additional Training Accomplishment*

AFRC Form 9, *Flight Authorization*

AFRC Form 124, *Events Log*

CARROL H. CHANDLER, Lt Gen, USAF
DCS, Operations, Plans & Requirements

(920RQW)

STEVEN W. KIRKPATRICK, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-920RQW) AFMAN 33-363, Management of Records, 1 March 2008

(Added-920RQW) AFI 11-418, *Operations Supervision*, dated 21 October 2005

AFPD 11-4, *Aviation Service*

AFI 11-202V3, *General Flight Rules*

AFMAN 37-123 (will convert to 33-363), *Management of Records*

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

Abbreviations and Acronyms

(Added-920RQW) **301RQS**— 301st Rescue Squadron

(Added-920RQW) **308RQS**— 308th Rescue Squadron

(Added-920RQW) **39RQS**— 39th Rescue Squadron

(Added-920RQW) **920RQW**— 920th Rescue Wing

A/C—Aircraft

(Added-920RQW) **AC**— Aircraft Commander

ACC—Air Combat Command

(Added-920RQW) **ADO**— Assistant Operations Officer

AETC—Air Education Training Command

(Added-920RQW) **AF**— Air Force

AFB—Air Force Base

AFMAN—Air Force Manual

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

(Added-920RQW) **AFRIMS**— Air Force Records Information Management System

AFSOC—Air Force Special Operations Command

(Added-920RQW) **AGTP**— Additional Ground Training Periods

ALC—Air Logistics Center

AMC—Air Mobility Command

ANG—Air National Guard

AOO—Air operations officer

ARMS—Aviation Resource Management System
(920RQW) **ARMS**— Aviation Resource Management System
(Added-920RQW) **ART**— Air Reserve Technician
ATC—Air traffic control
BMC—Basic Mission Capable
(Added-920RQW) **CC**— Commander
CMR—Combat Mission Ready
CT—Continuation training
C2—Command and Control
DNIF—Duty not involving flying
(Added-920RQW) **DO**— Director of Operations
(Added-920RQW) **DOTF**— Directorate of Training and Flight Management
(Added-920RQW) **DOV**— Standardization and Evaluation
DSN—Defense switching network
(Added-920RQW) **DZ**— Drop Zone
(Added-920RQW) **EOD**— Explosive Ordnance Disposal
FCF—Functional check flight
(Added-920RQW) **FL**— Florida
FM—Frequency modulation
FOUO—For Official Use Only
HF—High frequency
(Added-920RQW) **HQ**— Headquarters
IAW—In accordance with
IFE—In-flight emergency
(Added-920RQW) **IP**— Instructor Pilot
LM—Lockheed Martin
LOA—Letter of agreement
MAJCOM—Major command
MDS—Mission design series
MOA—Memorandum of agreement
(Added-920RQW) **MOC**— Maintenance Operations Center
(Added-920RQW) **MXG**— Maintenance Group

N/A—Not applicable

N/R—Not required

(Added-920RQW) NOTAM— Notice to Airman

OC-ALC—Oklahoma City Air Logistics Center

(Added-920RQW) ODC— Operations Duty Controller

(Added-920RQW) 920OG— 920th Operations Group

(Added-920RQW) OG/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

(Added-920RQW) ORM— Operational Risk Management

OSA—Operational Support Airlift

PACAF—Pacific Air Forces

POC—Point of contact

(Added-920RQW) QRC— Quick Reaction Checklists

RAMC—Reliability and Maintainability Center

RDS—Records Disposition Schedule

RMU—Runway monitoring unit

(Added-920RQW) ROC— Rescue Operations Center

RPA—DELETED

RSU—Runway supervisory unit

SARM—Squadron Aviation Resource Management

(Added-920RQW) SATCOM— Satellite Communications

SDO—Stand-by Duty Officer

SFA—Single frequency approach

SOF—Supervisor of flying

(Added-920RQW) 45SW— 45th Space Wing

TACC—Tanker Airlift Control Center

(Added-920RQW) TC— Team Commander

(Added-920RQW) TL— Team Leader

UAS—Unmanned Air System

UHF—Ultra high frequency

USAF—United States Air Force

USAFE—United States Air Force in Europe

(Added-920RQW) UTA— Unit Training Assembly

VHF—Very high frequency

WG—Wing

WG/CC—Wing commander

WR-ALC—Warner Robins Air Logistics Center

Addresses—HQ ACC/A3TV204 Dodd Blvd., Suite 133, Langley AFB VA 23665 2789

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	Aircraft crash
21	Alert force exercise/scramble (if applicable)
22	Contractor/depot emergency telephone numbers
23	Telephone numbers for applicable regional SOFs
24	Telephone numbers for local Federal Aviation Administration flight service, local terminal radar facility, and other local control towers/SOFs

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 unit commander.

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 directly in contact with a representative from 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 [A4.5](#) 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	A4.5.1.	CV-22	A4.5.12.	KC-135	A4.5.23.
B-1	A4.5.2.	E-3	A4.5.13.	R/O/W/T/C-135	A4.5.24.
B-2	A4.5.3.	E-4	A4.5.14.	RQ-4	A4.5.25.
B-52	A4.5.4.	E-8	A4.5.15.	MQ-1	A4.5.26.
C-5	A4.5.5.	F/QF-4 (all variants)	A4.5.16.	T-1	A4.5.27.
C-9	A4.5.6.	F-15 (all variants)	A4.5.17.	T-6	A4.5.28.
C-12	A4.5.7.	F-16 (all variants)	A4.5.18.	T-37	A4.5.29.
C-17	A4.5.8.	F-22A	A4.5.19.	T/AT-38	A4.5.30.
C-21	A4.5.9.	F-117	A4.5.20.	T-43	A4.5.31.
C-130 (all variants)	A4.5.10.	Helicopters	A4.5.21.	U-2	A4.5.32.
C-141	A4.5.11.	KC-10	A4.5.22.	RC-26	A4.5.33.

A4.5.1. A/OA-10:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE A-10 AIRCRAFT."	1. DSN 777-6056 2. DSN 586-3265 3. DSN 586-3352	Ms. Carol McGill DSN 586-7157, (801)586-7157 Mr. Tim Gilivary DSN 586-7162, (801)586-7162
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 Commercial: (801) 777-3007	Mr. Mike Anderson DSN 586-7170, (801)586-7170 Mr. Brett Hamblin DSN 777-6056, (801)777-6056 Robert B Anderson III, DSN 586-7136, (801)586-7136

A4.5.2. B-1:

TIME	PROCEDURE	CONTACT	POCs:
DUTYHOURS:	Call Boeing Reliability and Maintainability Center (RAMC)	DSN 336-3334	
NON-DUTY HOURS:	Call Tinker RAMC	COMMERCIAL: (405) 733 8667	

A4.5.3. B-2:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call B-2 Support Center	COMMERCIAL: (661) 266-5700	

A4.5.4. B-52:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 or Commercial (206) 655-9200 or DSN 743-5687 and request connection with above numbers	Bob Snellenberg Dave VanWinkle
	Routine, non-emergency assistance, call	316-977-0183	

A4.5.5. C-5:

TIME	PROCEDURE	CONTACT	POCs:
DUTYHOURS:	Call Lockheed Martin	(770) 494-2458	W. W. Sullins
		(770) 494-2552	M.T. Altomare
	Call WR-ALC	DSN 472-1204	Col Darrell Holcomb
		DSN 472-1204	Shelbie Purser
NON-DUTY HOURS:	Contact WR-ALC Command Post and ask for home phone numbers for above personnel. WR-ALC Command Post will maintain a current listing of home telephone numbers for POCs.	DSN 497-2612/13/14/15. Commercial: (478) 327-2612/13/14/15	

A4.5.6. C-9:

TIME	PROCEDURE	CONTACT	POCs:
DUTYHOURS:	Call Boeing	DSN 576-6282, Commercial: (618) 256-6282.	Mr. Dave Williams
NON-DUTY HOURS:	Call via Job Control	DSN 779-2331	
	or Scott Command Post	DSN 779-5891 commercial: (618) 256-5891	
DUTYHOURS:	Call OC-ALC/LKRE	DSN 336-7991, Commercial (405) 736-7991	Jeffrey Blosser (Lead C-9 Engineer)
		DSN 336-3413, Commercial (405) 736-3413	Sharon Davis (C-9 Program Manager)
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 Commercial (405) 739-2171	

A4.5.7. C-12:

TIME	PROCEDURE	CONTACT	POCs:
DUTYHOURS:	Call Vertex Aerospace, Madison, MS	(601) 856-2274	
		Extension 6561	Mr. Rick Herzig
		Extension 6231	Mr. Ron Paschal,
NON-DUTY HOURS	Call Vertex Aerospace, Madison, MS and ask for a phone patch to the POC's home.	(601) 856-2274	

A4.5.8. C-17:

TIME	PROCEDURE	CONTACT	POCs:
DUTYHOURS:	Call Boeing	DSN 468-5411	Willie Jones
	Call WR-ALC:	DSN 468-5411	Col Madeline Lopez Mr. David Silva
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 commercial (478) 327-2612/13/14/15	

A4.5.9. C-21:

TIME	PROCEDURE	CONTACT	POCs:
DUTYHOURS:	Call L-3 Communications Vertex Aerospace, Madison, MS	1 (800) 774-4927	Mr. Cameron Stewart
	Call OC-ALC/LKRE	DSN 336-5764 or commercial (405) 736-5764	Mr. Peter Erickson (C-21 Lead Engineer)
NON-DUTY HOURS	Call Vertex Aerospace, Madison, MS and ask for a phone patch to the POC's home. Vertex will maintain a current listing of home telephone numbers for POCs	(601) 607-6650 Alternate Number: 1-888-278-8326	
	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 commercial (405) 739-2171	

A4.5.10. C-130 Variants: (Except C-130J)

TIME	PROCEDURE	CONTACT	POCs:
DUTYHOURS:	Call Lockheed Martin Technical Representative:	(770) 494-5920	Mr. Mark Neas
		(770) 494-3343	Mr. Mike Jones
	Call WR-ALC	DSN 468-6421 Commercial (478) 926-6421	Mr. John McDonald
		DSN 468-2322 Commercial (478) 926-2322	Ms Marian Fraley (TASG Director)
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. Commercial: (478) 327-2612/13/14/15	

FOR C-130J (All variants):

TIME	PROCEDURE	CONTACT	POCs:
DUTYHOURS:	Call Lockheed Martin Technical Representative:	(770) 494-6079	Mr. Steve Horvath
		(770) 494-6697	Ms. Susan Brown
	Call WR-ALC	DSN 785-1974 Commercial (937) 255-1974	Ms Denise Shealey
		DSN 785-1365 Commercial (937) 255-1365	Mr. Gordon Crist
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. Commercial: (478) 327-2612/13/14/15	

A4.5.11. C-141

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Lockheed Martin Technical Representative:	478-926-6981 Cell: 478-714-1196	Dave Grant
		478-926-6694 Cell 478-714-1104	Larry Crichton
	Call WR-ALC	DSN 468-6866 Commercial: 478-926-6866	Russ Alford
NON-DUTY HOURS:	Contact WR-ALC Command Post and ask for home phone numbers for above personnel. WR-ALC Command Post will maintain a current listing of home telephone numbers for POCs.	DSN 497-2612/13/14/15. Commercial: (478) 327-2612/13/14/15	

A4.5.12. CV-22

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Contact POCs at Patuxent River Naval Air Station MD	DSN : 995-2893 Commercial: 301-995-2893	Bill Innes (PMA-275 CV-22 Lead Engineer)
	CONTACT POCs (V-22 Fleet Support Team (FST) at NADEP Cherry Point NC	DSN : Commercial: 252-464-7364	Scott Cottrell (Lead)
NON-DUTY HOURS:	Call NAVAIR Watch Desk Ask for Phone Patch to PMA-275 Patuxent River POC; explain situation	DSN :757-6100 Commercial: 301-757-6100	

A4.5.13. E-3:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 or Commercial (206) 655-9200 or DSN 743-5687 and request connection with above numbers	Bob Snellenberg Dave VanWinkle
	Routine, non-emergency assistance, call	316-526-2180	

A4.5.14. E-4:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 or Commercial (206) 655-9200 or DSN 743-5687 and request connection with above numbers	Bob Snellenberg Dave VanWinkle
	Routine, non-emergency assistance, call	316-526-2180	

A4.5.15. E-8:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 or Commercial (206) 655-9200 or DSN 743-5687 and request connection with above numbers	Bob Snellenberg Dave VanWinkle
	Routine, non-emergency assistance, call	316-526-2180	

A4.5.16. 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."	1. DSN 777-6056 2. DSN 586-3265 3. DSN 586-3352	Mr. Grant Herring Mr. Brett Hamblin
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 Commercial (801) 777-3007	

A4.5.17. F-15 (all Variants):

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Primary: Call Boeing in St Louis directly on the dedicated CONFERENCE HOTEL numbers. Alternate: Call the DSN regional operator: (M-F 0830-1700 US Central time). Once connected with the Boeing operator, state: "THIS IS A CONFERENCE HOTEL CALL",.	(866) 543-5444 toll free or commercial (314) 232-9999	
		DSN 231-1211 Ask to be connected to Boeing in St Louis at: (314) 232-9999. When calling from PACAF theater, preface DSN with 312. Ask to be connected with one of the listed POCs.	
		(314) 232-1938	
		(314) 777-9304	Mr. Green Franklin.f.green@boeing.com

A4.5.18. F-16 (All Variants).

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	(Actual emergencies only): Call Lockheed Martin Aeronautics Company	DSN 940-1284 Commercial (817) 935-5011	Mr. Larry Smith (817) 935-4432 Pager (800) 492-7560
	(Inquiries and simulated emergencies): Call POC directly or Lockheed Martin Aeronautics Company Plant Operator during duty hours.	(817) 777-2000 then dial 1, press 1 again and the last 5 digits of the POCs' phone number listed.	Mr. Ken Worell (817) 935-4430 Pager (800) 493-9903 Mr. Davey Thorn (817) 935-4431 Pager (800) 492 7628
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.		Mr. Steve Jennings (817) 935-4434 Pager (877) 399-4266

A4.5.19. F-22A:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Primary: Call Lockheed Martin (LM) Aero Marietta Company Security: Alternate: Call regional operator: LM Aero Marietta Company Operator and ask for LM Aero Marietta Company Security. Lockheed Martin will maintain a current listing of home telephone numbers for POCs. State: "THIS IS A CONFERENCE HOTEL CALL."	DSN 625-9001 Commercial: (770) 494-1705 Commercial only: (770) 494-4411 (M-F, 0600-1945 US Central Time)	Mr. Don Massett, (770) 793-1119 Mr. R. Lang, (770) 793-1016 Mr. Bret Luedke, (770) 793-1258 Mr. Al Norman, (661) 275-4521

A4.5.20. F-117:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Lockheed Martin Aeronautics	1-661-572-7540	Primary: Mr. John Fiore (661) 572-7550.
NON-DUTY HOURS:	During normal duty hours (6:00 AM to 5:00 PM Pacific Time, M-F), this phone number will ring in the office where a Technical Support Center representative will answer. If the phone is not answered, the call will be automatically forwarded to two (2) worldwide beepers carried by Technical Support Center personnel. Enter the telephone number at which you wish to be contacted, <u>including Area Code</u> , press the # sign and hang up. The LM Aero representative will call you back, typically in less than 5 minutes.	1-888-673-1117	Alternate: Mr. Cliff Williford (661) 572-7541

A4.5.21. Helicopters:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call WR-ALC Command Post	DSN 497-2612/13/14/15 PACAF theater preface DSN with 312	Mr. Mark Dixon DSN 468-2372 Maj (s) Bean, DSN 468-7010 Mr. Bethune, DSN 468-9343 Lt Marcus Laird DSN 468-2826

A4.5.22. **KC-10:**

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Boeing	(562) 497-5812 or (562) 384-3800/3802	Bob Mendoza (Lead KC-10 Engineer 327 th CLSG/GFLT)
	Call 327 th CLSG/GFLT	DSN 336-7315, Commercial (405) 736-7315 or Cell (405) 520-3735	
NON-DUTY HOURS:	Call Tinker Command Post (ask for KC-10 Program manager)	DSN 339-2171 Commercial (405) 739-2171	

A4.5.23. **KC-135:**

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 or Commercial (206) 655-9200 or DSN 743-5687 and request connection with above numbers	Bob Snellenberg Dave VanWinkle
	Routine, non-emergency assistance, call	316-526-2180	
DUTY HOURS	Call OC-ALC/LC	DSN 336-7755, Commercial (405) 736-7755	
NON-DUTY HOURS	Call Tinker Command Post (ask for KC-135 Program manager)	DSN 339-2171 Commercial (405) 739-2171	

A4.5.24. R/O/W/T/C-135:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 or Commercial (206) 655-9200 or DSN 743-5687 and request connection with above numbers	Bob Snellenberg Dave VanWinkle
	Routine, non-emergency assistance, call	316-526-2180	

A4.5.25. RQ-4:

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

A4.5.26. MQ-1:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS	Call Det 3, 658 AESS, San Diego, CA and state, "THIS IS A PREDATOR CONFERENCE HOTEL CALL." Ask for a POC listed.	Commercial: 858-455-2703	Primary: Mr. Rick Corum Cell: 702-523-1435 Alternate: Mr. Thomas Kirkman Cell: 858-722-7940 Lt Col Brian Raduenz Cell: 858-705-0252 Lt Col James Sturim Cell: 858-774-5980
	Call GA-ASI, ISAF, NV and state, "THIS IS A PREDATOR CONFERENCE HOTEL CALL." Ask for a POC listed.	Commercial: (702) 879-3245	Primary: Mr. Blair Smith Cell: (702) 379-4234 Alternate: Mr. Brian Sampson Cell: (702) 672-8082
NON-DUTY HOURS	Call Det 3, 658 AESS, San Diego, CA and state, "THIS IS A PREDATOR CONFERENCE HOTEL CALL." Ask for a POC listed.	Commercial: 858-774-5980	Primary: Lt Col James Sturim Cell: 858-774-5980 Alternate: Lt Col Brian Raduenz Cell: 858-705-0252
	Call 57 Wing (WG) Command Post and state: "This is a Predator Conference Hotel call." 57 WG Command Post will maintain a current listing of home telephone numbers for POCs. Ask for a POC listed.	DSN 682-1859 Commercial: (702) 652-1859	Primary: Mr. Blair Smith Cell: (702) 379-4234 Alternate: Mr. Brian Sampson Cell: (702) 672-8082

A4.5.27. T-1:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS	<p>Call Wright Patterson AFB Training Aircraft System Group (TASG) and state: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-1A AIRCRAFT" and ask for the T-1A chief engineer or program manager.</p> <p>If no contact is made: Call Wright-Patterson AFB Command Center and state: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-1 AIRCRAFT." Wright-Patterson AFB Command Post will maintain a current listing of home telephone numbers for POCs.</p>	<p>Primary: DSN 785-6939 Comm (937) 255-6939</p> <p>Secondary: DSN 785-2896 Comm (937) 255-2896</p> <p>DSN: 787-6314 Commercial: (937) 257-6314</p>	TASG Front Office
NON-DUTY HOURS	<p>Contact Wright-Patterson AFB Command Center and state: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-1 AIRCRAFT." Wright-Patterson AFB Command Post will maintain a current listing of home telephone numbers for POCs.</p>	<p>DSN: 787-6314 Commercial: (937) 257-6314</p>	

A4.5.28. T-6:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS	Call <u>Wright Patterson AFB</u> State: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-6 AIRCRAFT." Ask for JPATS Chief Engineer Alternate:	Primary: DSN 785-6939 Comm (937) 255-6939 or DSN 785-2896 Comm (937) 255-2896 Comm (937) 902-5901	Lt Col Bruce Mahaffey
NON-DUTY HOURS	Call Crisis Management POC at Wright-Patterson AFB. State "THIS IS A CONFERENCE HOTEL CALL."	Commercial (937) 902-5901	

A4.5.29. T-37:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-37 AIRCRAFT."	1. DSN 777-6056 2. DSN 586-3265 3. DSN 586-3352	Mr. Grant Herring Mr. Eric Flygare Mr. Brett Hamblin
NON-DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to T-37 Conference Hotel POCs. Hill Command Post will maintain a current listing of home telephone numbers for below POCs.	DSN 777-3007 Commercial (801) 777-3007	

A4.5.30. T/AT-38:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-38 AIRCRAFT."	1. DSN 777-6056 2. DSN 586-3265 3. DSN 586-3352	Mr. Grant Herring Mr. Eric Flygare Mr. Brett Hamblin
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 Commercial (801) 777-3007	

A4.5.31. T-43:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 or Commercial (206) 655-9200 or DSN 743-5687 and request connection with above numbers	Bob Snellenberg Dave VanWinkle
	Routine, non-emergency assistance, call	316-526-2180	

A4.5.32. U-2:

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

A4.5.33. RC-26:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call M-7 Aerospace	(800) 834-1506	

Attachment 5 (Added-920RQW)**SAMPLE FLIGHT SURGEON CLEARANCE TO PERFORM OPS SUP DUTIES
WHILE DNIF**

(Date)

MEMORANDUM FOR 920 OG/CC

FROM: Flight Surgeon

SUBJECT: Medical Clearance to Perform Operations Supervisor Duties

1. The following individual is medically cleared to receive Operations Supervisor (Ops Sup) training and perform Ops Sup duties supervising flying activities while currently in DNIF status.

(Name)

(Rank)

(Unit)

Flight Surgeon Signature Block

(Name, Rank, Title)

cc: RQS/CC/DO/DOV

Attachment 6 (Added-920RQW)
OPERATIONS SUPERVISOR (OPS SUP) UPGRADE

Table A6.1. 1st Tour Syllabus (minimum of 2 hours)

Trainee Name	Instructor Ops Sup Name
1. Review of AFI 11-418 and AFI 11-418_920 RQW SUP	
2. Review of weather monitoring resources	
3. UHF, VHF, VHF-FM, and/or HF/SATCOM radio operation	
4. Hand-held radio operation	
5. Check of flight line drivers' license	
6. Review of Ops Supervisor Continuity Books	
7. Review of Ops Supervisor Procedural Checklists	
8. Review of Quick Reaction Checklists (QRC)	
9. Review of Home line/Beeline reporting procedures	
10. Crew check-in procedures	
11. Go/No-Go procedures	
12. Transportation/travel routes to flight line and runway	
13. Opening/Securing building and vehicles	
14. Review operating procedures, support provided, and points of contact for the following:	
a. 920 MXG Maintenance Control	
b. 45th Weather Squadron (at Cape Canaveral Air Station)	
c. Patrick AFB Base Operations	
d. Patrick AFB Tower	
e. Orlando Approach Control	
f. Patrick Command Post	

Trainee Name	Instructor Ops Sup Name
g. Crash/Fire Rescue	
h. Avon Park Range Control (MacDill Aux Field)	
i. Explosive Ordnance Disposal (EOD)	
15. Unmanned tower operations (301 RQS Only)	
Ops Supervisor Instructor Name and Signature	Date Completed
Student Name and Signature	Date Completed

Table A6.2. 2nd Tour Syllabus (Acting Ops Sup minimum of 2 hours)

Trainee Name	Instructor Ops Sup Name
1. Demonstrate opening building	
2. Demonstrate use of weather monitoring resources	
3. Demonstrate operation of all available radios	
4. Review of scheduled missions/Ops Sup changeover procedures	
5. Demonstrate crew check-in procedures	
6. Check ARMS for currency and ensure flight orders are correct	
7. Perform all Ops Sup procedural (normal) checklists	
8. Respond to simulated off-DZ drop or dropped object	
9. Respond to simulated aircraft airborne emergency or weather recall	
10. Respond to simulated bird strike discovered after landing	
11. Respond to simulated mission changes or cancellations	
12. Respond to a simulated CONFERENCE HOTEL request	
13. Track aircraft status	
14. Use daily events log	
15. Follow closing checklist procedures	
Ops Supervisor Instructor Name and Signature	Date Completed
Student Name and Signature	Date Completed
920 OG/CC Name and Signature	Date Signed