

Administrative Change to AFI 11-418, *Operations Supervision*

OPR: ACC/A3TV

Change Attachment 4, Table A4.27. T-6: to read:

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	

10 APRIL 2012

**BY ORDER OF THE COMMANDER
36TH WING**



AIR FORCE INSTRUCTION 11-418

**ANDERSEN AFB
Supplement**

7 JUNE 2012

Flying Operations

OPERATIONS SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

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OPR: 36 OG/OGV

Certified by: 36 OG/CC
(Col Randy Kaufman)

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2 Jun 2009

This publication supplements AFI 11-418, *Operations Supervision*, 15 September 2011. It implements and extends the guidance of Air Force Instruction (AFI) 11-418, *Operations Supervision*, 15 September 2011. Unit supplementary material is indicated by AAFB. This instruction applies to all aircrew members assigned or attached to the 36 OG including expeditionary active duty, ANG and AFRC units assigned to 36 OG. This supplement describes 36 OG procedures, responsibilities, requirements and training for Operations Supervision used in conjunction with the basic instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>

SUMMARY OF CHANGES

This supplement has been extensively changed and should be completely reviewed. Paragraphs were realigned to match the current AFI 11-418. Authority was granted to 36 OG/CD to act for 36 OG/CC. Information in the parent regulation, repeated information and extraneous information has been removed from this supplement. Local Area is redefined.

1.4. **(Added)** Using authority from paragraph 10.1., the 36 OG/CC may delegate 36 OG/CD to perform any duty designated to the OG/CC in this instruction. Authority is automatically delegated when the 36 OG/CC is unavailable.

2.2.2. **(Added)** When squadron Operations Supervisor (Ops Sup)/Top 3 includes individuals other than the squadron commander, operations officer, assistant operations officer or flight commander, the squadron commanders will submit the Operations Supervisor Appointment Letter (Attachment 5) to 36 OG/CC for approval. Once approved, this letter will be maintained by the expeditionary squadron Stan/Eval officer and Squadron Aviation Resource Manager (SARM) office for the remainder of the deployment.

3.2.1. **(Added)** When there are bombers airborne out of the local area that will be returning to AAFB, there will be a Bomber Recall SOF on call per Table 1, Note 1. The Recall SOF will be able to report to the tower or airfield within 15 minutes of notification.

3.2.2. **(Added)** Minimum required supervision for a Functional Check Flight (FCF) is an Ops Sup on duty in the expeditionary squadron operations facility or the control tower. The Ops Sup will have communications ability with the FCF aircraft. A SOF is not required for an FCF. Expeditionary squadrons may impose more restrictive supervision requirements if desired with coordination from the 36 OG/CC or 36 OG/CD.

4.3.1.1. **(Added)** Opening SOF will report to the tower no later than one hour prior to the first scheduled engine start for fighter or bomber aircraft. Prior to reporting to the tower, the Opening SOF will:

4.3.1.1.1. **(Added)** Receive a face-to-face weather briefing. This can be accomplished with expeditionary or 36 OSS weather support personnel.

4.3.1.1.2. **(Added)** Check NOTAMs. Individual squadrons will check applicable NOTAMs based on airfield suitability and mission requirements.

4.3.1.1.3. **(Added)** Obtain the airfield status from Base Ops and ensure Airfield Ops has conducted a FOD check of the taxiways and runway.

4.3.1.1.4. **(Added)** Review the wing flying schedule. This is posted daily in the SOF folder on the OG Shared Drive. Call Command Post with any questions related to Distinguished Visitors, Transient Aircraft, or any portion of the Wing Flying Schedule (366-2981) and inform the 36 OG/CC or 36 OG/CD of any changes.

4.3.1.1.5. **(Added)** Determine the Alternate/Divert status for all applicable missions.

4.3.1.2. **(Added)** There will be a SOF on duty when fighter or bomber aircraft assigned or attached to AAFB are airborne (sorties that originate and land-off-station are excluded).

4.3.1.3. **(Added)** The "Local Area" is defined as within 250 NM of AAFB.

4.3.2.2. **(Added)** When the SOF needs assistance with local dissimilar aircraft, they will contact the applicable Ops Sup or duty IP at the operations duty desk.

4.3.7.1. **(Added)** The SOF, in close coordination with the tower watch supervisor, will be the primary authority and source for determining bird status.

4.3.10.1. **(Added)** Each SOF will fill out and email to 36 OG/CC, 36 OG/CD, 36 OG/ OGV and EBS/CC and/or EFS/CC a SOF End-of-Tour Report (Attachment 10) describing all

significant occurrences in sufficient detail to permit follow-up staff action. This report will also contain any deficiencies with the Operations Supervision Program and equipment. The SOF Program Manager will review all tour reports and forward as necessary to appropriate (or requested) agencies and maintain an electronic copy on file for 90 days at \\52ajjy-fs-004\36 OG_Shared1\36 OG\OGV\14. Supervisor of Flying\End of Tour Report.

4.3.12. **(Added)** Visiting units may supplement the 36 OG SOF either in the tower or at their squadron operations facility. During times when both a 36 OG SOF and a visiting unit SOF are in the tower, the 36 OG SOF has the ultimate authority for overall flight operations.

4.3.13. **(Added)** The SOF callsign will be “FOXTROT.”

4.4.1.1. **(Added)** All deployed squadrons conducting flying operations at AAFB will ensure a Ops Sup or Duty IP is available to assist the SOF with dissimilar aircraft operations.

5.1.1.1. **(Added)** The primary discrete emergency frequency for AAFB is 238.050.

5.1.9. **(Added)** When notified of an aircraft IFE, SOF actions are located in the SOF’s Aircraft Emergency Checklist maintained in the SOF Binder. These checklists are also available electronically in the SOF Folder on Andersen SharePoint at: https://andersen.eim.pacaf.af.mil/sites/OG_OGV/SOF/SOF Checklist/

6.2.4. **(Added)** When the SOF is in the tower, SOF changeover will occur at the tower. If there is only a Recall SOF on duty prior to assuming SOF duties in the tower, the oncoming SOF may proceed directly to the tower and begin SOF duties with no required face-to-face changeover. Upon arriving at the tower, the SOF will contact the applicable operations duty desk to inform the Recall SOF that they have assumed SOF duties. Similarly, if the tower SOF’s shift ends and they are replaced by a Recall SOF, the departing tower SOF will notify the applicable operations duty desk to inform the Recall SOF that they are passing control.

6.2.5. **(Added)** When proceeding directly to the tower and not performing a face-to-face changeover, ensure all Opening SOF items of section 4.3.1.1 are accomplished.

6.3.2. **(Added)** The SOF vehicle on the airfield is the alternate SOF duty location.

6.4.1.3. **(Added)** Minimum required equipment for the SOF is a UHF radio and LMR normally maintained in the tower. When outside of the tower, the SOF will bring the LMR. The SOF vehicle is equipped with a UHF radio. If there is a Recall SOF on duty, the Recall SOF will have the SOF cell phone. When the SOF is not at Bomber Ops, they will have the SOF Cell Phone with them at all times.

6.4.3.1. **(Added)** The SOF vehicle is dedicated to airfield functions. The vehicle will only be used by the SOF on duty and will remain on base. The vehicle will not be used when there is no SOF or Recall SOF on duty.

6.4.4.1. **(Added)** SOF Quick Reaction Checklists (QRCs) will be maintained in the tower in the SOF Binder and will be available electronically in the SOF Folder on the Andersen SharePoint (https://andersen.eim.pacaf.af.mil/sites/OG_OGV/SOF/SOF Checklist/). The 36 OG/OGV will be responsible for updating SOF QRCs. At a minimum, 36 OG/OGV will review SOF QRCs for applicability and currency with each rotation of expeditionary squadrons at AAFB.

6.5.6. **(Added)** A SOF will be eligible for upgrade to “Instructor SOF” after completion of six unsupervised tours following certification.

6.6.2. **(Added)** The 36 OG/CC will approve individuals nominated to enter SOF training that were not previously certified.

6.6.8. **(Added) Expeditionary Squadron SOF**

6.6.8.1. **(Added)** For deployed individuals certified as SOF at their home station, the requirements to be SOF certified at AAFB include:

6.6.8.1.1. **(Added)** Review of local directives including: 36 WGI 13-202, AAFB Supp to AFI 11-418, 36 OG SOF Quick Reaction Checklists and 36 OG SOF Read File.

6.6.8.1.2. **(Added)** A 36 OG/CC or 36 OG/CD interview. Expeditionary squadrons will submit a list of qualified SOFs via the SOF Appointment Letter (Attachment 6) for signature/approval. The SOF interview will be part of the initial meeting with the 36 OG/CC.

6.6.8.2. **(Added)** For deployed individuals not qualified as SOF at their home station, SOF Upgrade Training must be accomplished in accordance with the SOF Certification and Training Letter (Attachment 8). Expeditionary squadron commanders will first nominate individuals for entry into the SOF program via a SOF Nomination Letter (Attachment 7).

6.6.8.3. **(Added)** Deployed individuals annotated as “Instructor SOF” at home station in accordance with paragraph 6.5. of AFI 11-418, will be considered qualified to upgrade like-MDS aircrew to SOF at AAFB upon completion of an interview with the 36 OG/CC.

6.6.9. **(Added) TDY Unit SOFs.** If TDY units are required to perform SOF duties, they will provide 36 OG/OGV with a list of their SOFs with name, rank and SSAN to ensure access to the tower. Visiting SOFs will receive a briefing from 36 OG/OGV, 36 OG/CD, or 36 OG/CC on SOF procedures and complete an interview with the 36 OG/CC or 36 OG/CD prior to assuming SOF duties.

6.8.1. **(Added)** Semiannual meetings will be held by units scheduled to remain on AAFB more than 160 days. This meeting will be scheduled approximately halfway through the TDY/deployment to provide updates and feedback on operations. Based on the expeditionary nature of the 36 OG and the fact that there are no permanently assigned flying squadrons, this meeting, or the initial SOF meeting, will be the semiannual meeting. The 36 OG/OGV should consider including discussions on scenarios related to recent events or possible focus areas based on upcoming events or seasonal interest items. Minutes from this meeting will capture all pertinent data and will be posted in the SOF Read File.

6.9.1. **(Added)** The 36 OG/OGV is the OPR for the SOF Program.

6.9.2.11. **(Added)** The 36 OG/OGV will ensure expeditionary squadrons provide the 36 OG/CC with a list of home station qualified SOFs for approval as 36 OG SOFs (Attachment 6). The 36 OG/OGV will also ensure expeditionary squadrons provide 36 OSS/OSAT with an Entry Access List (EAL) for the control tower (Attachment 9). Expeditionary squadrons will also provide 36 OSS/OSAT an updated list of SOFs if individuals upgrade to SOF while at AAFB.

6.9.2.12. **(Added)** The 36 OG/OGV will be the point of contact for coordination with units TDY to AAFB. The 36 OG/OGV will coordinate with visiting units to ensure Ops Sup

requirements are met. Visiting units will inform 36 OG/OGV of planned flying schedules and 36 OG/OGV will relay basic SOF requirements to all visiting units.

6.9.3. **(Added)** Expeditionary squadrons will retain certification and continuation training records until returning to home station.

7.4. **(Added)** Local procedures are contained in the SOF QRC.

8.1. **(Added)** The 36 OG/OGV is the OPR for the Operations Supervision Program.

8.4. **(Added)** A SOF Read File will be maintained by 36 OG/OGV to provide SOFs with updates involving SOF operations. SOFs will ensure they have signed off all SOF Read Files prior to assuming duty. The Read Files will be located in the tower and are available electronically in the SOF Folder on the 36 OG Shared Drive or SharePoint. The 36 OG/OGV will check Read Files for applicability upon arrival of expeditionary squadrons.

10.1.1. **(Added)** The 36 OG/CC may delegate waiver authority to the 36 OG/CD.

JOHN W. DOUCETTE
Brigadier General, USAF
Commander

Attachment 5 (Added)

OPERATIONS SUPERVISOR APPOINTMENT LETTER

IAW AFI 11-418, 36 OG/CC or 36 OG/CD must approve individuals deemed highly qualified to perform Ops Sup duties. Use this letter to nominate individuals other than SQ/CC, DO, ADO, or FLT/CC.

MEMORANDUM FOR 36 OG/CC

FROM: XX EBS/CC

SUBJECT: XX EBS Operations Supervisor (Ops Sup) Appointments

1. In accordance with AFI 11-418, the basic supervision structure for flying operations consists of the OG/CC, the Supervisor of Flying, and the Operations Supervisor.

2. I recommend the following individuals be appointed as XX EBS Operations Supervisor:

<u>Name</u>	<u>Rank</u>	<u>Pos</u>	<u>SSN (last 4)</u>
Pilot, Bomber A.	Lt Col	IP	0007
Jett, Smokey J.	Capt	MRAN	1000

3. Any questions regarding this appointment may be directed to me at DSN: 366-5775. This supersedes any previously signed letters.

XXXXXXX X. XXXX, Lt Col, USAF
Commander, XX Expeditionary Bomb Squadron

1st Ind, 36 OG/CC

MEMORANDUM FOR 36 OG/OGV

Approved/Disapproved.

RANDY L. KAUFMAN, Col, USAF
Commander, 36th Operations Group

cc:
individual
36 OG Appointment Binder

Attachment 6 (Added)**SUPERVISOR OF FLYING (SOF) NOMINATION LETTER**

IAW AFI 11-418, para 6.6.2., squadron commander must screen and approve SOF candidates before entering upgrade. Additionally, 36 OG/CC will approve individuals prior to the individuals beginning their training. Use this letter to nominate individuals for SOF upgrade at AAFB.

Date

MEMORANDUM FOR XX EBS/CCV

FROM: ## EXX/CC (ex: 23 EBS/CC)

SUBJECT: Nomination of Supervisor of Flying (SOF) for ## EXX (23 EBS)

1. I nominate the following individuals for Supervisor of Flying training:

<u>Name</u>	<u>Rank</u>	<u>Pos</u>	<u>B-52 Hours</u>	<u>Total Hours</u>	<u>CMR/BMC</u>
Pilot	Lt Col	IP	1729.1	1806.8	CMR

2. This/These individual(s) is/are experienced, rated officer(s) with proven maturity, judgment and supervisory ability.

3. Any questions regarding this appointment letter may be directed to me at DSN: 366-XXXX

XXXX X. XXXXX, Lt Col, USAF
Commander, X Expeditionary Bomb Squadron

1st Ind, 36 OG/CC

MEMORANDUM FOR 36 OG/OGV

Approved/disapproved. Enter nominee in SOF training IAW AFI 11-418, AAFB Sup.

RANDY L. KAUFMAN, Colonel, USAF
Commander, 36th Operations Group

Attachment 7 (Added)**SUPERVISOR OF FLYING (SOF) APPOINTMENT LETTER**

Use this letter to qualify individuals as 36 OG SOFs at Andersen AFB upon completion of the required items listed in 6.6.8. of this supplement.

Date

MEMORANDUM FOR 36 OG/CC

FROM: ## EXX/CC (ex: 23 EBS/CC)

SUBJECT: ## EXX Supervisor of Flying (SOF) Appointments

1. In accordance with AFI 11-418, the basic supervision structure for flying operations consists of the OG/CC, the Supervisor of Flying, and the Operations Supervisor. The SOF is the focal point for command and control of flight operations. Decision authority is delegated to this position to accomplish the mission along with tower access.

2. I recommend the following individual(s) be appointed as 23 EBS Supervisor of Flying:

<u>Name</u>	<u>Rank</u>	<u>Pos</u>	<u>SSN (last 4)</u>
Pilot, Bomber A.	Lt Col	IP	0007
Jett, Smokey J.	Capt	MRAN	1000 (original appointment [date])

3. Any questions regarding this appointment may be directed to me at DSN: 366-XXXX. This letter supersedes letter dated _____.

SUPER A. FIGHTER, Lt Col, USAF
Commander, X Expeditionary Bomb Squadron

1st Ind, 36 OG/CC

MEMORANDUM FOR 36 OG/OGV

Approved/Disapproved.

RANDY L. KAUFMAN, Colonel, USAF
Commander, 36th Operations Group

Attachment 8 (Added)

SUPERVISOR OF FLYING (SOF) CERTIFICATION AND TRAINING LETTER

Use this letter for individuals initially or equal upgrading to SOF at Andersen AFB.

Date

MEMORANDUM FOR 36 OG/CC

FROM: ## EXX/CC (ex: 23 EBS/CC)

SUBJECT: Supervisor of Flying (SOF) Training and Certification

1. XXXXX XXXXXXXX has completed the following training and is recommended to perform duties as Supervisor of Flying IAW AFI 11-418.

2. GENERAL TRAINING	DATE	CERTIFYING OFFICIAL
a. AAFB Flightline Driving Certification	_____	_____
b. Review of Directives and Procedures (AFI 11-418 and AAFB Sup, 36 WGI 13-202, AFI 11-202V3 and PACAF Sup, AFI 11-2MDSV3)	_____	_____
c. Support Agencies (Weather, approach control, tower, crash/fire/rescue, EOD, Base Ops, Command Post)	_____	_____
d. SOF Tours:		
AM Tour (minimum of 2 hours)	_____	_____
PM Tour (minimum of 2 hours)	_____	_____
e. Simulated/Actual Emergency (circle one)	_____	_____
f. SOF Test (SOF Monitor):	_____	_____
Score: ____/25; ____%		

3. The above individual is has completed all requirements to perform SOF duties. Recommend certification.

XXXXXX X. XXXXXXXXX, Lt Col, USAF
Commander, X Expeditionary Bomb Squadron

1st Ind to ## EXX/CC (ex: 23 EBS/CC), DATE, Supervisor of Flying (SOF) Training and

Certification

OG/CC

MEMORANDUM FOR ## EXX/CC (ex: 23 EBS/CC)

I have briefed the officer on SOF responsibilities and certify the officer to perform SOF duties. Notify 36 OG/OGV and file this letter in the officer's training folder for the extent of expeditionary operations with 36 OG.

RANDY L. KAUFMAN, Colonel, USAF
Commander, 36th Operations Group

Attachment 9 (Added)**TOWER ACCESS LETTER**

Use this letter to ensure all SOFs have access to the tower. Expeditionary squadrons will ensure 36 OSS/OSAT is provided an updated/current version of this letter.

Date

MEMORANDUM FOR 36 OSS/OSAT

FROM: ## EXX/CC (ex: 23 EBS/CC)

SUBJECT: Entry Access List for Andersen AFB Control Tower

1. Request the following personnel be granted access to Andersen Air Force Base Control Tower, Bldg 18015, to perform official functions as SOF for XXX EFS/EBS flying operations at Andersen AFB.

<u>Name</u>	<u>Rank</u>	<u>Pos</u>	<u>SSN</u>	<u>Name</u>	<u>Rank</u>	<u>Pos</u>	<u>SSN</u>
America, Joe	Capt	IP	1234				

2. Please contact, Rank Name at DSN: 366-XXXX or via e-mail rocket.bomber@us.af.mil.

XXXXXX X. XXXXXXXXX, Lt Col, USAF
 Commander, X Expeditionary Fighter Squadron
 Or
 Commander, X Expeditionary Bomb Squadron

Attachment 10 (Added)

SUPERVISOR OF FLYING (SOF) END-OF-TOUR REPORT

This document will be filled out daily and e-mailed to the OG/CC and all other individuals listed per the SOF Checklist at the end of each day.

TIMELINE will include: Opening Field Status, Runway changes, Alternate/Divert changes, IFEs, Early returns, Bird Condition changes, and any other significant events.

REMARKS will include any information on the status of equipment/publications at the SOF station. This information will be used by the SOF Program Manager to improve the SOF program.

SEE EXAMPLE BELOW.

The screenshot shows the Microsoft Excel interface for the 'SOF EOT Report Template 2012'. The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, and Help. A security warning indicates that macros have been disabled. The spreadsheet has columns A through U and rows 1 through 28. Row 1 contains 'Date:' and 'AM SOF:'. Row 2 contains 'Callsign Note' and 'PM SOF:'. Row 3 has a red instruction: 'Click "Options" on the Security Warning above, then "Enable Content" to allow the buttons to work'. Row 4 contains a yellow 'Clear Cells' button and a text box with '***** SEND REPORT ***** (Remember to Attach the Duty Log file)'. Row 5 is the header for a table with columns: Callsign, Tail # Parking, T/O (L) Actual Duration, LAND (L) Effective Y or N, Air Refueling ARIP (Z), Weapons #/Type, and Sortie Comments: Tail Changes, Significant Delays (& why), Events, Act Status (Code 1/2/3 & why), & IFEs. Rows 6 through 28 contain data entry fields for 'Sched:', 'Actual:', and 'Spot:' for each of the first six columns.

Attachment 11 (Added)**CALL SIGNS**

WG/CC	Cobra 1
WG/CV	Cobra 2
OG/CC	Cobra 3
OG/CD	Cobra 3A
SOF	Foxtrot
Duty IP	Duty IP or DIP
Command Post	Cobra Control
EBS Production Supervisor	Bomber 1
EBS Expeditor	Bomber 2
EFS Production Supervisor	Fighter 1
EFS Expeditor	Fighter 2
Chief of Safety	Safety 1
EBS Ops Desk/1CO	Bomber Ops
EFS Ops Desk/1CO	Fighter Ops