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This instruction implements AFPD 11-4, *Aviation Service*. It establishes the responsibilities, requirements, procedures and training for the supervision of flying operations. This instruction applies to all flying units, including those operating Unmanned Air Systems (UAS), of Air Combat Command (ACC), Air Force Global Strike Command (AFGSC), Air Education Training Command (AETC), Pacific Air Forces (PACAF), Combat Air Forces (CAF) units within United States Air Forces in Europe (USAFE), and CAF units within Air Force Reserve Command (AFRC). This instruction applies to all Air National Guard (ANG) units with ACC, PACAF, and AETC oversight. With the exception of Chapter 7 and Attachment 4, Conference Hotel Procedures, this instruction does not apply to Air Force District of Washington (AFDW), Air Force Material Command (AFMC), Mobility Air Forces (MAF) units within AFRC, MAF units within USAFE, Air Force Special Operations Command (AFSOC), and the United States Air Force (USAF) Aerial Demonstration Team (Thunderbirds). These units will follow Conference Hotel Procedures when judged necessary for safety of flight. This instruction does not apply to

Air Mobility Command (AMC). Civil Air Patrol (CAP) is not required to comply with this instruction.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Recommendations for improvements to this volume will be submitted on AF Form 847, *Recommendation for Change of Publication*, through channels, to the parent MAJCOM Stan/Eval. Parent MAJCOM Stan/Eval will forward approved recommendations to lead command OPR (ACC Standardization Branch: ACCDOTVSRTB@langley.af.mil). This instruction requires units to issue supplements. The requirement is discussed throughout the instruction and in detail at Chapter 8.

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

(BEALAFB) This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-418, *Operations Supervision*, 15 September 2011. This supplement applies to all 9th Reconnaissance Wing personnel operating USAF U-2, RQ-4, MC-12 and T-38 aircraft. It does not apply to the Air Force Reserve Command nor Air National Guard units. This includes U-2/RQ-4/MC-12 personnel operating at 9 RW Forward Operating Locations (FOL). Send comments and suggested changes on AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This Interim Change adjusts the MINIMUM FLYING UNIT SUPERVISION REQUIREMENTS during mixed flying operations with RPA. It also updates Hotel Conference Information in Attachment 4 by incorporating two Administrative Changes on MDS F-35 and MDS T-6 (completely new Table A4.18.1 and replaced Table A4.27.) and replacing Table A4.18. F-22A. A margin bar (|) indicates newly revised material.

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1. General.

1.1. The basic supervision structure for flying operations consists of the Operations Group Commander (OG/CC), the Supervisor of Flying (SOF) and the squadron supervisors, i.e., Operations Supervisor (Ops Sup, also referred to as Top 3).

1.2. The chain of supervision begins with the OG/CC, through the SOF, down to the individual squadron supervisors. The requirements for each position are specified in para 3. Specific duties and responsibilities are defined throughout this instruction.

1.3. For the purpose of this instruction “experienced” is used in accordance with (IAW) the definition provided in the Mission Design Series (MDS) specific AFI 11-2MDS Volume 1.

1.3.1. For the purposes of this instruction only, aircrews are also considered “experienced” when previously rated “experienced” in another MDS or previously rated “experienced” in a different crew position in the same MDS. These individuals must then be selected by the Squadron CC and approved by the OG/CC for operations supervision responsibilities.

1.3.2. Where no definition is provided, “experienced” will be determined by the unit squadron commander and approved by OG/CC.

2. Functions:

2.1. **SOF.** When on duty, the SOF is a group-level position and is the direct representative of the OG/CC. The SOF is the focal point for command and control of flight operations. OG/CC decision authority is delegated to this position to accomplish the mission.

2.1.1. SOF is not required for rescue/weather/electronic attack/airlift/air refueling/special operations/deployed U-2 Ops. (For C2ISR, the OG/CC will determine if a SOF program is required. If a program is established this Instruction applies. At a minimum, C2ISR units will establish an Ops Sup/Top 3 program.)

2.1.2. **(Added-BEALEAFB)** Supervisor of Flying (SOF) is required for Deployed U-2 operations unless waived on a case by case basis by the OG/CC.

2.2. **Ops Sup/Top 3.** The squadron Ops Sup/Top 3 will only be filled by the following individuals: the squadron commander, the squadron operations officer, assistant operations officer(s), flight commanders, or other individuals deemed qualified by the squadron commander and approved by the OG/CC. **ANG/AFRC:** OG/CC or Air Operations Officer (AOO) will determine requirements for Ops Sup and will determine the appropriate personnel to fill the Ops Sup position. ANG/AFRC may combine SOF and Ops Sup duties.

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

2.2.2. **(Added-BEALEAFB)** Ops Sup will be the focal point for all aircraft/crew changes. The Ops Sup will ensure the SOF, the Maintenance Operation Center (MOC), and the squadron duty sections are informed of all schedule changes. No changes will be made to the final schedule without first coordinating with the appropriate squadron Ops

Sup. Questions regarding the schedule, regardless of source, will be directed toward the Ops Sup.

2.2.3. **(Added-BEALEAFB)** Ops Sup call sign for 1 RS U-2/T-38 is “KINGPIN Alpha”, 1 RS RQ-4 is “KINGPIN Bravo”, for the 99 RS is “VULTURE”, for 12 RS is “RAPTOR”, for the 427 RS and 489 RS is “LIBERTY.” Deployed operating locations determine Ops Sup call sign. The 1 RS/99 RS (U-2, T-38), 1 RS/12 RS (RQ-4), and 427RS/489RS may use a combined Ops Sup who will fulfill all duties for both squadrons.

2.2.4. **(Added-BEALEAFB)** Ops Sup at a deployed operating location will normally be the commander, operations officer or assistant operations officer (ADO) (if assigned). Any qualified Ops Sup at Beale AFB may perform the same function at a deployed location. The deployed SQ/CC may designate, and deployed OG/CC may approve an experienced pilot as the Ops Sup/SOF provided the designee completes applicable items of Attachments 5 & 6 of this supplement. Ops Sup may not be the mission pilot. At deployed operating locations the Ops Sup and the SOF may be the same person.

3. Operations. This section identifies the minimum flying unit supervisory requirements depending on types of operations involved. (Additional requirements can be defined in the unit supplement).

3.1. **Types of Operations.** The definitions for types of operations that are used in [Table 1](#) are:

3.1.1. **Daily Flying Operations.** Normal or surge operations at the unit's home station (this does not include other types of operations defined below).

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

3.1.2.1. **(Added-BEALEAFB)** Reduced flying operations at Beale AFB are limited to: Two or fewer U-2, T-38, or RQ-4, or four or fewer MC-12 aircraft. The aircraft must be of the same type. No U-2 transition work is allowed during reduced flying operations. A SOF is required for FCF sorties.

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

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

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

3.2.1. **(Added-BEALEAFB)** Operations Supervisors on duty during Reduced Flying Operations without a SOF will either be qualified SOFs or have completed the following items from the SOF Training Program Checklist (See BEALE Form 16):

3.2.1.1. **(Added-BEALEAFB)** Training Overview Briefing by 9 OG/OGV

3.2.1.2. **(Added-BEALEAFB)** BAFBI 11-250 review

3.2.1.3. **(Added-BEALEAFB)** SOF Upgrade Test

3.2.1.4. **(Added-BEALEAFB)** SOF Upgrade Tour (3 hours)

3.2.1.5. (Added-BEALEAFB) All SOF Upgrade tour discussion items

3.3. (Added-BEALEAFB) SOF will perform applicable items of the Go/No-Go checklist prior to assuming duties (no later than 45 minutes prior to first scheduled launch). SOF will be at appointed place of duty no later than 30 minutes prior to first scheduled launch.

Table 1. Minimum Flying Unit Supervision Requirements.

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

Notes:

1. The SOF and Ops Sup may leave the unit operations complex (as defined by the unit supplement to this instruction) after aircraft depart the local area, workload permitting and will be immediately available by telephone, pager, radio or intercom. The SOF and Ops Sup will be at their duty locations 45 minutes prior to the estimated time of arrival of unit aircraft. For reduced flying operations the OG/CC may determine if a SOF is required. Reduced flying operations are defined as 4 or less fighter aircraft or 2 or less of the same type of non-fighter aircraft or, while adhering to these limitations for fighter and non-fighter aircraft, 6 total aircraft if 2 or more are RPA.
2. For deployed operations, the detachment commander will coordinate with host base Operations Group for supervision requirements. This may involve integrating into the host base SOF and/or Ops Sup program.
3. Must be immediately available by telephone, pager, radio, or intercom. (USAFE: Ops Sup for on-going off station sorties can be filled by an experienced aircrew member (SDO) as defined in the unit supplement.)

4. Responsibilities: Note: For the purposes of this instruction, the terms “operations group commander” (OG/CC), “squadron commander” (SQ/CC), and “director of operations” (SQ/DO) also refer to their designated representatives.

4.1. OG/CC (ANG/AFRC: OG/CC or AOO) will:

- 4.1.1. Be responsible for the implementation, direction and execution of the Operations Supervision program.
- 4.1.2. Be immediately available to the SOF or Ops Sup/Top 3 (if no SOF is either available or required based on the type of operation) for consultation during daily flying operations.
- 4.1.3. Ensure tenant flying units use host/tenant memorandum of agreement (MOA)/letter of agreement (LOA) to avoid duplication of effort.
- 4.1.4. Be the final approval authority for unit supplement to this instruction.

4.2. SQ/CC (or equivalent) and/or SQ/DO will:

- 4.2.1. Ensure a SOF/Ops Sup is on duty when required by [Table 1](#)
- 4.2.2. Be available to the Ops Sup/Top 3 for consultation during flying operations.

4.3. SOF will:

- 4.3.1. Be on duty when required by [Table 1](#) or as directed by the OG/CC.
- 4.3.2. Be responsible to the OG/CC for monitoring and supervising all phases of unit flying operations and will provide guidance, advice, assistance and recommendations to aircrews, unit supervisors (i.e. Ops Sup/Top 3), C2 personnel, and/or other supporting agencies (as required) regarding the safe and efficient conduct of flight operations.
 - 4.3.2.1. Ensure that in-flight emergency (IFE) recovery plans and weather related mission changes reflect sound airmanship, follow AFI and technical order (TO) guidance, and adhere to sound ORM principles (i.e. does it make sense?).
- 4.3.3. Direct appropriate actions, on behalf of the OG/CC, to correct/prevent unsafe situations. This includes the use of any and all resources to include radios, FM nets, telephone hot lines and all wing-flying operations on the ground or in the air.
- 4.3.4. Prior to the first launch, ensure the airfield/heliport status is suitable for safe operations IAW Air Force, major command (MAJCOM) and local directives.
- 4.3.5. During an emergency or an abnormal situation, provide aircrews with guidance, timely advice and assistance to determine a correct course of action.
- 4.3.6. Be in a position to visually monitor the final approach and landing of IFE aircraft. If unable, the SOF will direct another highly qualified aircrew member to be in position to monitor the landing and provide needed assistance or guidance. (ANG/AFRC: Not required.)
- 4.3.7. Monitor the status of primary and emergency airfields/heliport and inform aircrews of changes that may affect flight operations.
- 4.3.8. When deteriorating weather conditions affect flying operations, coordinate with wing agencies and utilize all available resources (i.e., weather, radar, tower personnel, pilot reports, etc.) to determine the best course of action for wing aircraft. The SOF will determine suitable weather alternates and inform the OG/CC accordingly.

4.3.9. Coordinate with the air traffic control (ATC) watch supervisor or senior controller for runway changes as needed.

4.3.10. Prepare a daily log to aid in tracking operations and major events. For units that do not use a SOF, this log will be filled out by the Ops Sup/Top 3 IAW paragraph 4.4.8. Log format and content will be defined by unit supplement.

4.3.11. The SOF will debrief the OG/CC of any aircraft involved in an unusual situation, IFE, weather divert or other mission change requiring SOF action or intervention. Ensure that the applicable Ops Sup/Top 3 has the necessary information to inform squadron leadership.

4.3.12. **(Added-BEALEAFB)** Beale SOF will use the call sign "AIRBOSS". Deployed commanders will determine their own call sign.

4.3.13. **(Added-BEALEAFB)** The SOF, time permitting, will keep the 9 OG/CC (Ops Sup at the deployed operating locations) informed of restrictions to flight operations/status or of any unusual occurrences.

4.4. Ops Sup/Top 3 will:

4.4.1. Be on duty when required by **Table 1** or as directed by the SQ/CC or SQ/DO.

4.4.2. Be immediately available to assist the SOF and aircrew.

4.4.3. When the SOF is not qualified in the distressed aircraft or the unit does not require a SOF, be the primary source of technical assistance.

4.4.4. For situations where both the SOF and Ops Sup/Top 3 are not qualified to provide technical assistance to the type of aircraft airborne, schedule an instructor or experienced crewmember to be immediately available for aircraft technical assistance.

4.4.4.1. **(BEALEAFB)** (Added) When the SOF and Ops Sup/Top 3 are not qualified in airborne aircraft, schedule an instructor to be immediately available to provide aircraft technical assistance.

4.4.5. Be responsible for the execution of the daily flying schedule and coordinate any mission changes as required (e.g. aircraft tail number changes, crew swaps, flight-plan and airspace changes). **Note:** Mission commanders/flight leads are required to coordinate with the Ops Sup/Top 3 prior to the flight brief when intended sortie type, profile, airspace, and/or aircraft configuration do not match the approved schedule.

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

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

4.4.5.3. Be the primary liaison between Ops and Maintenance during the execution of the flying schedule.

4.4.6. Be assisted by SARM personnel or a Duty Desk Officer (DDO) as required.

4.4.7. Ensure crews are briefed on the following:

4.4.7.1. Aircraft/heliport and airfield status and configuration

- 4.4.7.2. Scheduled and available airspace
- 4.4.7.3. Applicable weather for locations that aircrew are flying
- 4.4.7.4. Significant local hazards
- 4.4.7.5. Additional items as defined in the unit supplement to this instruction
- 4.4.8. Prepare, at squadron commander's discretion, a daily log to aid in tracking operations and major events. Log format and content will be defined by the unit supplement.
- 4.4.9. Debrief the SQ/CC and/or DO of any aircraft involved in an unusual situation, IFE, weather divert or other significant mission change.

4.5. Other Key Wing Personnel:

- 4.5.1. Wing (or equivalent) commanders ensure other group commanders support the OG/CC when and where needed in order to execute an effective program.
- 4.5.2. Mission Support group commanders are responsible for the maintenance, upgrade and repair of the applicable SOF facilities and equipment.
- 4.5.3. Mission Support group/Logistic Readiness group commanders are responsible for maintenance, upgrade and repair of the SOF vehicle.

5. Handling of In-Flight Emergencies:

- 5.1. The primary objective during an abnormal/emergency situation is the safe recovery of the aircrew and aircraft. When establishing procedures, units will consider:
 - 5.1.1. Providing a single, discrete frequency for recovering an emergency aircraft. ATC and the emergency aircrew should determine when to use a single frequency approach (SFA). The SOF will have access to the SFA. The SFA should be available to crash/fire/rescue personnel to monitor the recovery.
 - 5.1.2. Using the command post, or other capable agency, to notify all appropriate agencies and key personnel of an IFE and provide situation updates.
 - 5.1.3. Prioritizing actions during concurrent emergencies/abnormal situations.
 - 5.1.4. Authorizing direct communications (over discrete SOF or squadron common frequency) from the Ops Sup/Top 3 to an IFE aircrew. NOTE: Only ATC personnel may authorize direct communication over ATC frequencies, including the SFA frequency. However, this does not preclude the SOF and/or Ops Sup/Top 3 from using whatever communication necessary, to include GUARD and SFA, to prevent an unsafe situation that could immediately jeopardize safe recovery.
 - 5.1.5. That only the ground on-scene commander, normally the fire chief, can terminate an emergency.
 - 5.1.6. That the final decision during any IFE/abnormal situation rests with the aircraft commander. However, SOFs may declare an IFE for any aircraft based on their knowledge of the aircraft and the flight and airfield environment.
 - 5.1.7. Obtaining a chase ship for single ship emergency aircraft if time permits.

5.1.8. If the SOF is not qualified in or technically knowledgeable of the aircraft with an IFE, then directing the Ops Sup/Top 3 or other highly experienced individual to report to the SOF's duty location during an abnormal situation/recovery if time permits.

5.3. (BEALEAFB) (Added) SOF/GHOC/Hawkeye Interaction

5.3.1. **(Added-BEALEAFB)** Due to the unique characteristics of remotely piloted aircraft (RPA) operations, an additional layer of assistance/supervision is added to RQ-4 operations in the form of a Hawkeye. The Hawkeye will act as a safety observer, and provide chase assistance to the RQ-4 pilot throughout the launch and recovery phases. The Hawkeye will:

5.3.1.1. **(Added-BEALEAFB)** Be familiar with the mission requirements, proficiency, currency and planned profile of the pilot.

5.3.1.2. **(Added-BEALEAFB)** Attend/review a takeoff/landing briefing as appropriate.

5.3.1.3. **(Added-BEALEAFB)** Provide preflight assistance as needed before the flight.

5.3.1.4. **(Added-BEALEAFB)** Complete the Go/No-Go checklist with the pilot and provide advisory and checklist assistance as necessary.

5.3.2. **(Added-BEALEAFB)** The Global Hawk Operations Center (GHOC) is the central RQ-4 coordination point for command and control (C2) agencies, exploitation units, LNOs and users. The GHOC coordinates mission planning, briefing, and execution, and assists in deconflicting airspace with other high-altitude assets. The GHOC pilot is the focal point for all mission communications other than those requiring direct communications with the flight crew. The SOF may speak directly to the distressed RQ-4 pilot by any means available or relay through the Ops Sup/GHOC as required. During RQ-4 in-flight emergencies the GHOC will:

5.3.2.1. **(Added-BEALEAFB)** Coordinate with the SOF/Hawkeye to prepare the airfield to receive the distressed RQ-4.

5.3.2.2. **(Added-BEALEAFB)** Notify applicable agencies and provide experienced safety oversight to the recovery plan.

5.2. (BEALEAFB) (Added) SOF/Mobile Interaction

5.2.1. **(Added-BEALEAFB)** Due to the unique nature of high altitude, full pressure suit flight and the extreme value of the assets, an additional layer of assistance/supervision is added to U-2 operations in the form of a mobile. The mobile is normally a qualified U-2 pilot who acts as backup pilot, safety observer, and mission monitor/coordinator. Mobile provides chase assistance to the U-2 pilot throughout the mission and normally performs aircraft preflight duties as required for high altitude missions. Mobiles must be certified in accordance with ACC syllabus course U-2 BQT. The mobile will:

5.2.1.1. **(Added-BEALEAFB)** Be familiar with the mission requirements, proficiency, currency and planned profile of the pilot.

5.2.1.2. **(Added-BEALEAFB)** Attend a mission briefing.

5.2.1.3. **(Added-BEALEAFB)** Complete the Go/No-Go checklist with the pilot and provide advisory and checklist assistance as necessary.

5.2.1.4. **(Added-BEALEAFB)** Provide preflight assistance as needed before the flight.

5.2.1.5. **(Added-BEALEAFB)** Act as the primary direct point of contact for the pilot to help troubleshoot and resolve problems during emergencies or other malfunctions.

5.2.1.6. **(Added-BEALEAFB)** Have immediate access to Pilot's Checklist and Mission Operation and Avionics Checklist, 9 RW U-2 In Flight Guide, local guidance as required by FOL/CC and designated hand-held two-way radio, land mobile radio (LMR), or cell phone.

5.2.1.7. **(Added-BEALEAFB)** The SOF assists the Mobile by preparing the airfield to receive the distressed U-2 as well as notify applicable agencies and provide experienced safety oversight to the Pilot/Mobile recovery plan. The SOF will direct all communications to the U-2 pilot through the mobile. The mobile will relay to the pilot. Only in time critical, safety-of-flight situations should the SOF speak directly to the distressed U-2 pilot.

6. SOF Guidance. Unless noted otherwise, this guidance applies to the Ops Sup/Top 3 when a SOF is either unavailable or not used.

6.1. SOF/ATC Relationship:

6.1.1. The separation and sequencing of traffic are the responsibilities of ATC. Unless safety is an issue, the SOF will work directly with the watch supervisor. To promote effective and efficient flight operations, the SOF may suggest, based on knowledge of the flying schedule and unique circumstances of individual missions, actions that affect ATC concerns or desires.

6.1.2. Except in an emergency, the SOF will not transmit over ATC frequencies without prior coordination with ATC (this does not apply to dedicated SOF frequencies). All radio transmissions to a distressed aircrew, from other than the SOF or ATC, will be coordinated through the SOF (this does not apply to the Ops Sup/Top3 if communicating to the aircrew via a squadron common frequency).

6.2. Duty Hours:

6.2.1. Prior to beginning supervisory duties, the SOF will meet crew rest requirements as directed by AFI 11-202 Volume 3, *General Flight Rules*, as supplemented.

6.2.2. Maximum duty day for SOF is 16 hours with a limit of 12 hours performing SOF duties. The OG/CC is waiver authority and may extend a SOF duty day up to 16 hours on a case-by-case basis. (AFGSC Missile Wings: For alert and scramble operations, the SOF maximum duty day is 24 hrs as long as alert/sleeping facilities are readily available).

6.2.3. The SOF will be at the prescribed duty location IAW Table 1 NLT 30 minutes prior to first takeoff in order to complete required duties in paragraph [4.3](#)

6.3. Duty Location:

6.3.1. **Primary Duty Location.** The primary duty location for active duty units will be in the control tower. (AFGSC Missile Wings: the primary duty location will be designated by the OG/CC).

6.3.1.1. **(Added-BEALEAFB)** The Beale SOF will normally perform duties from the tower. The alternate Beale location is in the dedicated SOF vehicle. SOF duty location for functional check flights (FCF) will normally be the Beale air traffic control tower. FOL commanders will determine how best to integrate the SOF into the host base architecture and designate primary and alternate duty locations.

6.3.1.2. **(Added-BEALEAFB)** When the aircraft is in the traffic pattern (radar pattern, visual flight rules (VFR) pattern, or inside the IAF) the Mobile's/Hawkeye's primary duty location is the designated duty vehicle in position to conduct support operations. When the aircraft is outside the traffic pattern the Mobile/Hawkeye may leave his primary duty location but must remain within immediate contact of the Command Post/SOF/GHOC. FOL/CCs will define the Mobile's/Hawkeye's duty location while the mission pilot is out of the local area.

6.3.2. **Alternate Duty Location.** The OG/CC will designate alternate duty locations in the unit supplement to this instruction. As a minimum, the location must have adequate communication equipment and the capability to monitor weather conditions. It is desirable to have a SOF duty position from which ground operations, takeoffs, landings and local traffic patterns can be observed. The following is a list of recommended alternate locations:

6.3.2.1. The SOF vehicle on the airfield.

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

6.3.2.3. The unit dispatch desk.

6.3.2.4. The command post.

6.3.3. At both the primary and alternate duty locations the SOF will have timely access to a SOF vehicle and the airfield environment when required. **AFRC:** units are not required to have a dedicated vehicle for the SOF, but must be provided access to a vehicle to perform required duties in a timely manner.

6.4. Equipment:

6.4.1. The following communication equipment must be functional and immediately available to the SOF:

6.4.1.1. A dedicated multi-frequency radio (UHF, VHF and/or HF, as appropriate based on supported aircraft capabilities).

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

6.4.1.3. **(Added-BEALEAFB)** The Beale SOF duty station in the Beale air traffic control tower will have:

6.4.1.3.1. **(Added-BEALEAFB)** Very high frequency (VHF) multi-frequency and ultra high frequency (UHF) multi-frequency radios.

6.4.1.3.2. **(Added-BEALEAFB)** Dedicated SOF radios for 139.6 and 240.225 MHz.

6.4.1.3.3. **(Added-BEALEAFB)** Monitor and transmit ability on Beale VHF/UHF GROUND, TOWER, SFA and GUARD.

6.4.1.3.4. **(Added-BEALEAFB)** LMR channelized as required to contact all Airfield support agencies to include U-2/T-38/MC-12/BE-350/RQ-4 aircraft maintenance, mobile officers and the Wing Commander's Net, medical, security, base ops and fire/crash.

6.4.1.3.5. **(Added-BEALEAFB)** AN/FMQ-19 Operator Interface Device (OID) weather display.

6.4.1.3.5.1. **(Added-BEALEAFB)** The FMQ-19 weather system provides “instantaneous” (5 second average) wind speeds that enable SOFs to determine if safe conditions exist for touch and go landings. The display is now installed at the SOF station in the tower and is the third monitor (the one closest to the window). The information presented on this monitor provides the determining factor for continuation of safe pattern operations.

6.4.1.3.5.2. **(Added-BEALEAFB)** To activate the FMQ-19 weather system information display turn the monitor on as well as the modem (small black container with small blue and orange fiber-optic lines plugged in) directly in front of the monitor. Once initialization is complete select [TDAU] and then select [Connect].

6.4.1.3.5.3. **(Added-BEALEAFB)** The air traffic control (ATC) Tower Controllers provide a 2-minute average when they broadcast the wind speed and direction. This cannot be waived due to Federal Aviation Administration (FAA) constraints. The SOF can broadcast current winds on SOF VHF/UHF primary if queried. If in doubt as to the actual crosswind conditions, pilots and/or Mobiles should query the SOF regarding actual crosswinds. Beale SOFs will not allow any touch and gos in excess of limits.

6.4.1.3.6. **(Added-BEALEAFB)** Computer with internet connection to allow receipt of off-site weather data, Notices to Airmen (NOTAMs), SOF Web Page information and SOF/TOP3 Buddy. Email capability is required for SOF Buddy Ops Summary distribution.

6.4.1.3.7. **(Added-BEALEAFB)** Telephone with hotline capability.

6.4.1.3.8. **(Added-BEALEAFB)** Bug-out kit for repositioning to the alternate.

6.4.1.3.9. **(Added-BEALEAFB)** Additional equipment as required by the 9 OG/CC.

6.4.1.3.10. **(Added-BEALEAFB)** FOL SOFs have equipment as determined by the deployed commander.

6.4.2. Access to approved weather resources will be available (net-centric data dissemination system, etc).

6.4.3. Units are required to have a dedicated SOF vehicle immediately available to the SOF and positioned to respond to emergencies, perform airfield inspections, or other official functions. This vehicle must have a flight line clearance and be equipped with a multi-channel radio capable of contacting unit aircraft and ATC. Waiver authority for this requirement is the Wing Commander or equivalent.

6.4.4. Locally developed checklists will be available to outline procedures for normal and emergency situations that included, as a minimum, the items listed in [Attachment 2](#).

6.4.5. Dedicated binoculars will be immediately available for SOF use when either in the primary or alternate duty location for a clear view of the runway.

6.4.6. A SOF library will be available (either hard copy or electronic as outlined in the unit supplement to this instruction) that includes applicable directives and instructions (to include AF, HHQ, and local guidance), aircraft TOs, checklists, in-flight guides, and SOF read/information file.

6.4.6.1. **(Added-BEALEAFB)** The Beale SOF will have:

6.4.6.1.1. **(Added-BEALEAFB)** Access to applicable directives and instructions.

6.4.6.1.2. **(Added-BEALEAFB)** A Duty Log for recording significant events and airfield status/outages.

6.4.6.1.3. **(Added-BEALEAFB)** A Quick Reaction Checklist (QRC) covering common malfunctions/emergencies.

6.4.6.1.4. **(Added-BEALEAFB)** Current flight manuals and checklist as well as In-flight Guides for the U-2, RQ-4, BE-350/MC-12 and T-38.

6.4.6.1.5. **(Added-BEALEAFB)** Applicable flight information publications (FLIP).

6.4.6.2. **(Added-BEALEAFB)** The GHOC Pilot will have:

6.4.6.2.1. **(Added-BEALEAFB)** Access to applicable directives and instructions.

6.4.6.2.2. **(Added-BEALEAFB)** A Duty Log for recording significant events and airfield status/outages.

6.4.6.2.3. **(Added-BEALEAFB)** Current flight manual, checklists, and applicable FLIP.

6.4.6.2.4. **(Added-BEALEAFB)** VoIP/telephone with hotline capability to the RQ-4 pilot and SOF.

6.4.6.2.5. **(Added-BEALEAFB)** Telephone communications as required to contact all Airfield support agencies to include the wing commander, medical, security and base ops, fire/crash.

6.4.6.2.6. **(Added-BEALEAFB)** Computer with internet connection to allow

receipt of weather data, NOTAMs and provide email capability.

6.4.6.3. **(Added-BEALEAFB)** The Hawkeye/Mobile will have:

6.4.6.3.1. **(Added-BEALEAFB)** Access to airfield diagram, frequencies, and local guidance as determined by FOL/CC.

6.4.6.3.2. **(Added-BEALEAFB)** Two-way communication with the pilot.

6.4.6.3.3. **(Added-BEALEAFB)** Current checklists corresponding to completion of necessary duties.

6.4.7. If the SOF must reposition to an alternate location, the minimum essential equipment outlined in this section will be available at this new location (pre-positioned or transported).

6.5. Certification:

6.5.1. SOF nominees will be experienced (IAW paragraph 1.3.), rated officers with proven maturity, judgment and supervisory ability and must be combat mission ready (CMR) or basic mission capable (BMC) in a unit aircraft

6.5.1.1. Non-CMR (N-CMR)/non-BMC (N-BMC) aircrew members may perform SOF duties at the discretion of the OG/CC on the condition that the status must be temporary in nature and all SOF currencies must be maintained IAW paragraph 6.7.

6.5.1.2. **(Added-BEALEAFB)** All SOFs will be nominated through the Training Review Board (TRB) process and approved by the 9 OG/CC. 9 OG/OGV will determine experienced SOFs and ensure Squadron Commanders designate them on the letter of X's as Instructor SOFs. All upgrade SOF tours will be done with instructor SOFs.

6.5.1.3. **(Added-BEALEAFB)** All SOFs will be 9 RW U-2/RQ-4/T-38/MC-12W instructor pilots or experienced MC-12W aircraft/mission commanders nominated through the Training Review Board (TRB) process. All SOFs will be approved by the 9 OG/CC. Squadron Operations Officers will determine experienced SOFs and designate them on the Letter of X's as Instructor SOFs. All upgrade SOF tours will be done with instructors.

6.5.2. To gain initial certification, all SOFs will complete the SOF upgrade program IAW paragraph 6.6.

6.5.3. SOFs that are currently under a Duties Not Involving Flying (DNIF) status may perform SOF duties when specifically cleared by a flight surgeon on an AF Form 1042.

6.5.4. Loss of SOF certification will occur for any of the following reasons:

6.5.4.1. PCS or 179/365 day TDYs (unless the individual is performing SOF duties and able to retain currency while TDY).

6.5.4.2. Direct action by the OG/CC through a written statement in the individuals training folder and removal from the unit "Letter of Xs" or equivalent document. Any supervisor may recommend action to the OG/CC for the removal of an individual's SOF certification.

6.5.5. The source documents for certifying SOF certifications are the OG/CC-signed approval document in the individual's training folder and the unit "Letter of Xs" or equivalent document.

6.5.6. Units will define who is certified to upgrade other aircrew members to SOF in the unit supplement to this instruction.

6.6. Certification Program:

6.6.1. Documentation of the unit upgrade program will be described in the unit supplement to this instruction, but will, at a minimum, include a signed document by the OG/CC kept in the individuals training folder that approves him/her for SOF duties. Additionally, upon completion of the upgrade flow, the unit "Letter of Xs" or equivalent document will be updated to reflect the SOF certification.

6.6.2. Squadron commanders will screen and review (IAW para. 6.5.) all SOF candidates before nominating them for entry into the upgrade program.

6.6.3. All SOF candidates will receive an interview and briefing from the OG/CC on responsibilities, personal philosophy and expectations. OG/CCs will emphasize the SOFs position as a group level supervisor and that decision authority is delegated to the SOF position to ensure the safe accomplishment of the mission.

6.6.4. The SOF upgrade will consist of two supervised tours of two hours each (minimum of 4 hours of training time) with a current and experienced SOF, as defined in the unit supplement. The tours will be conducted on two different days in order to maximize the chances of the upgradee to observe differing wind and weather conditions. Upgradees will act as primary SOF on their second upgrade tour. The upgrade tours must include the following:

6.6.4.1. Familiarization with airfield/heliport procedures, primary and alternate duty locations, and local support agencies with emphasis on both unit and aircraft-specific operating procedures (AF, HHQ, and local), specifically capabilities and limitations.

6.6.4.2. Operation of all SOF equipment and radios.

6.6.4.3. Contact procedures for aircraft and support agencies.

6.6.4.4. A review of publications and directives available to the SOF.

6.6.4.5. Operation of SOF vehicle (requires a flight line permit/license).

6.6.4.6. Successful handling of an IFE/PL (actual or simulated).

6.6.4.7. Procuring/observing weather (to include forecaster duties and priorities) information.

6.6.4.8. Approach/Departure control information.

6.6.4.9. Tower operations.

6.6.5. Additionally, prior to being certified as a SOF, upgrades will accomplish the following additional training/familiarization items:

6.6.5.1. Crash/fire/rescue operations.

6.6.5.2. Explosive ordnance disposal operations.

6.6.5.3. Airfield Management operations.

6.6.5.4. Command post operations.

6.6.5.5. Airfield Drivers License. **ANG/AFRC:** N/A if a SOF vehicle is either not provided or there is not a need to drive on the actual airfield environment.

6.6.5.6. Performance aspects and general characteristics of all base assigned aircraft.

6.6.5.7. Accomplish a written examination containing a minimum of 25 questions on SOF duties, procedures and responsibilities. Minimum passing grade is 85 percent with all missed questions reviewed immediately following grading of the exam.

6.6.6. The OG/CC will review upgradee training records and approve each upgradee in writing prior to the individual performing SOF duties.

6.6.7. For previously certified SOFs, the OG/CC may waive the upgrade requirements of these paragraphs, but at a minimum, the upgradee will perform at least one supervised SOF tour with an experienced SOF with emphasis on local procedures. **EXCEPTION:** SOFs who have lost certification due to N-CMR/N-BMC status IAW para. 6.5.1.2, but still have currency IAW para. 6.7. In this case, the SQ/CC must ensure that the unit "Letter of Xs" or equivalent document is updated appropriately before the individual performs SOF duties.

6.6.8. (**Added-BEALEAFB**) SOF qualification will be IAW BEALE Form 16 of this supplement.

6.7. Currency/Recurrency.

6.7.1. SOF currency is 90 days. **ANG/AFRC:** 180 days (**AETC ANG/Reserve Associate Instructor Pilots:** 90 days).

6.7.2. Individual squadrons will track SOF currencies (Aviation Resource Management System [ARMS] preferred).

6.7.3. To regain currency, as a minimum, accomplish a 1-hour supervised tour with a current and certified SOF.

6.8. Continuation Training (CT):

6.8.1. At a minimum SOF CT will involve semi-annual SOF meetings attended by all certified SOFs (highly encouraged for Ops Sups/Top 3s). OG/CCs will be involved in developing meeting agendas. If unable to attend, SOFs will review meeting minutes that will be posted to the SOF readfile prior to their next SOF duty.

6.8.2. Annually, all SOFs are required to review applicable SOF guidance and directives as published in this instruction, unit supplement, and the SOF readfile. Additionally all SOFs will receive a briefing from the OG/CC on responsibilities, expectations and commander perspective (this briefing may be held as part of a semi-annual meeting). If unable to attend the OG/CC briefing, SOFs will review briefing minutes that will be posted to the SOF readfile prior to their next SOF duty.

6.9. Program Administration:

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

6.9.1.1. (Added-BEALEAFB) 9 OG/OGV is the OPR for administering the SOF program and this supplement.

6.9.2. The OPR will:

6.9.2.1. Develop and administer the SOF initial training program.

6.9.2.2. Develop and administer the SOF certification test. This is a controlled test of at least 25 questions that will be updated and reviewed annually.

6.9.2.3. If not retained by the squadron in individual training folders, the OPR will retain all original initial certification and continuation training records until the individual PCSs to their next assignment.

6.9.2.4. Establish standardized procedures throughout the unit for monitoring SOF currencies and continuation training requirements (ARMS preferred).

6.9.2.5. Schedule and give semi-annual SOF meetings.

6.9.2.6. Post SOF meeting minutes in the SOF readfile within one week of the meeting.

6.9.2.7. Develop normal and emergency SOF checklists and review/update annually (reference [Attachment 2](#)).

6.9.2.8. Update the SOF library publications as required (reference para. 6.4.6.).

6.9.2.9. Develop the unit supplement to this instruction.

6.9.2.10. Work with all necessary base agencies to ensure SOF equipment is maintained in operating condition and is adequate for mission accomplishment.

7. CONFERENCE HOTEL Procedures. These procedures make aircraft specialists accessible to the SOF or Ops Sup and aircrew when in-flight situations pose systems-related questions that cannot be answered at the local level. See [Attachment 4](#) for MDS-specific procedures.

7.1. Lead MAJCOMs are responsible for keeping CONFERENCE HOTEL information updated. As a minimum, information will be checked annually and updated as required. When notified that CONFERENCE HOTEL information has changed, Lead MAJCOM must submit the change to ACC/A3TV within 48 hours.

7.2. Units that experience problems with CONFERENCE HOTEL procedures will report problems through stan/eval channels to their MAJCOM stan/eval function. The MAJCOM stan/eval function will ensure the Lead MAJCOM is informed so that CONFERENCE HOTEL information can be updated.

7.3. If units discover updated CONFERENCE HOTEL contact information different from the information in this guidance, they will immediately verify the corrected information and forward it via email through NAF/MAJCOM stan/eval channels to ACC/A3TV (no AF Form 847 required).

8. Unit Supplement. Each unit will provide a supplement to this instruction that, at a minimum, includes the following items:

8.1. Unit organization with a designated OPR of the Operations Supervision program (para. 6.9.1.).

8.2. Alternate SOF locations and specific equipment requirements as well as the extent of the unit operations complex for determining Ops Sup duty location. (para. 6.3. and Table 1, Note 1 & 3).

8.3. Supervision requirements and duty locations when an FCF is airborne (para 3.2., Note 1).

8.4. Building and maintenance of a SOF Read File.

8.4.1. **(Added-BEALEAFB)** Beale maintains a SOF read file located on the SOF Web Page (Maintained/updated by 9 OG/OGV) on the base Portal which provides information of a non-time critical nature. The SOF Buddy Log is used during operations to keep an accurate account of daily flight information and can be found in the SOF Buddy program which is maintained by 9 OG/OGV.

8.5. Local procedures and checklists for SOFs (reference [Attachment 2](#)) to include format and content of the daily log (para. 4.3.10.) as well as medium (i.e. electronic, hardcopy, or combination) for the SOF library (para. 6.4.6.).

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

8.6.1. **(Added-BEALEAFB)** Units deployed to Beale will contact the 9 OG/CC and request integration into Beale's SOF Program if desired.

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

8.7.1. **(Added-BEALEAFB)** During flying operations, unit supervisors may contact the SOF via telephone at (DSN) 368-8505/8666, LMR on the MX-A net (AIRBOSS) or via radio on the SOF frequencies (240.225 or 139.6). Beale SOFs will have immediate access to the Ops Sup via telephone at 368-8818 for 99 RS/1 RS Ops Sup or on LMR channel MX-A, 368-1652/5002 for the 12 RS/1 RS RQ-4 Ops Sup, or LMR channel GH-1 or GH-2 net using the appropriate call sign. The MC-12 Ops Sup can be reached at 368-2100.

8.8. Local CONFERENCE HOTEL procedures.

8.8.1. **(Added-BEALEAFB)** Beale has no additional POCs or procedures for local CONFERENCE HOTEL procedures.

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

8.9.1. **(Added-BEALEAFB)** All SOF equipment in the tower is maintained through the 9 OSS. Notify the Tower Supervisor of outages or discrepancies and a work order will be opened. Record the order number in the SOF Log and inform 9 OG/OGV for follow-up tracking. **Note:** Any discrepancy in publications, checklists or directives in the SOF

Buddy log and report the discrepancy to 9 OG/OGV via email or telephone. It is the responsibility of 9 OG/OGV to correct all discrepancies.

8.10. Ops Sup/Top 3 qualifications, currencies, upgrade programs, crew rest and maximum duty period (if any).

8.10.1. At a minimum, Ops Sup/Top 3 upgrade will consist of at least one supervised tour with an experience Ops Sup/Top 3 with a review of applicable AF, HHQ, and local published guidance relating to the daily operations and supervision of squadron aircraft.

8.10.1.1. **(Added-BEALEAFB)** The upgrade program for Operations Supervisor will be in accordance with BEALE Form 17 of this supplement. Ops Sup will have a maximum 14-hour crew duty day (CDD) and must be afforded 8 hours uninterrupted crew rest (CR), prior to assuming duties. CDD and CR can be waived by 9 OG/CC.

8.10.2. Documentation for the Ops Sup/Top 3 upgrade is at the discretion of the unit, but will include, as a minimum, proof of training completion that is stored in the individual's training folder (as applicable).

8.10.2.1. **(Added-BEALEAFB)** The respective Squadron DO will be the OPR for the Ops Sup Training Program.

8.11. **ANG/AFRC:** Determination of who (other than the WG/CC or OG/CC), can cancel flying.

8.12. **ANG/AFRC:** Designate both the primary and alternate SOF duty locations (para. 6.3.2.).

8.13. **ANG/AFRC:** Establish procedures for other highly qualified individuals to assist with SOF and Ops Sup/Top 3 duties and responsibilities if required during times when one supervisor is covering both SOF and Ops Sup/Top 3 positions.

9. Special provisions for ANG/AFRC and smaller than wing-sized units (e. g. GSUs).

9.1. If a unit operates from a location with another organization (i.e., tenant unit), integration into host unit supervisory program should be attempted if operations are compatible. These procedures will be implemented through LOAs/MOAs.

9.2. At the discretion of the OG/CC (or equivalent), more than one supervisory position may be covered by a single supervisor. The responsibilities of the SOF position take priority over all other duties and a single Ops Sup will be SOF certified.

9.3. AFGSC helicopter units and missile wings are considered smaller than wing-sized units.

10. Waivers.

10.1. Unless otherwise stated, the OG/CC is the waiver authority for this instruction.

10.2. Waivers may be issued for a maximum of 1 year or until this instruction is superseded or a change is posted that affects the paragraph(s) being waived, whichever occurs first. If annual waivers are issued they must be reviewed semi-annually (in connection with the semi-annual SOF CT meeting preparation) to ensure their individual validity.

10.3. Forward a copy of any waivers through local stan/eval channels to the MAJCOM Stan Eval function who will then forward a copy to the OPR for this instruction. **ANG/AFRC:** forward a copy to the Numbered Air Force /A3 with oversight responsibility. ACC-gained ANG units will forward a copy to ACC/A3G.

HERBERT J. CARLISLE, Lt Gen, USAF
DCS, Operations, Plans and Requirements

(BEALEAFB)

PHIL A. STEWART, Colonel, USAF
Commander, 9th Reconnaissance Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-BEALEAFB) AFMAN 33-363, *Management of Records*, 1 March 2008

(Added-BEALEAFB) BEALEAFBI11-250, *Airfield Operations and Base Flying Procedures*, 30 September 12

(Added-BEALEAFB) AFI 11-2RQ-4V3, *RQ-4 Operations Procedures*, 14 September 2007

AFPD 11-4, *Aviation Service*, 01 Sep 2004

AFI 11-202 Volume 3, *General Flight Rules*, 22 Oct 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

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

Prescribed Forms

Beale Form 16, *Supervisor of Flying Training Program Checklist*

Beale Form 17, *Operations Supervisor Training Program Checklist*

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

A/C—Aircraft

ACC—Air Combat Command

(Added-BEALEAFB) ADO—Assistant Operations Officer

AETC—Air Education Training Command

AFB—Air Force Base

AFGSC—Air Force Global Strike Command

AFMAN—Air Force Manual

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

(Added-BEALEAFB) AFRIMS—Air Force Records Information Management System

AFSOC—Air Force Special Operations Command

ALC—Air Logistics Center

AMC—Air Mobility Command

ANG—Air National Guard
AOO—Air operations officer
ARMS—Aviation Resource Management System
ATC—Air traffic control
(BEALEAFB) ATC—Air Traffic Control
BMC—Basic Mission Capable
(Added-BEALEAFB) BQT—Basic Qualification Training
(Added-BEALEAFB) CDD—Crew Duty Day
CMR—Combat Mission Ready
(Added-BEALEAFB) CR—Crew Rest
CT—Continuation training
C2—Command and Control
DNIF—Duty not involving flying
DSN—Defense switching network
(Added-BEALEAFB) FAA—Federal Aviation Administration
FCF—Functional check flight
(BEALEAFB) FCF—Functional Check Flight
(Added-BEALEAFB) FLIP—Flight Information Publications
FM—Frequency modulation
(Added-BEALEAFB) FOL—Forward Operating Location
FOUO—For Official Use Only
(Added-BEALEAFB) GHOC—Global Hawk Operations Center
HF—High frequency
(Added-BEALEAFB) IAF—Initial Approach Fix
IAW—In accordance with
IFE—In-flight emergency
LM—Lockheed Martin
(Added-BEALEAFB) LMR—Land Mobile Radio
(Added-BEALEAFB) LNO—Liaison Officer
LOA—Letter of agreement
MAF—Mobility Air Forces
MAJCOM—Major command

MDS—Mission design series
MOA—Memorandum of agreement
(Added-BEALEAFB) MOC—Maintenance Operation Center
N/A—Not applicable
N/R—Not required
N-BMC—Non-Basic Mission Capable
N-CMR—Non-Combat Mission Ready
(Added-BEALEAFB) NOTAMS—Notices to Airmen
OC-ALC—Oklahoma City Air Logistics Center
(Added-BEALEAFB) OGV—Group Standardization and Evaluation
(Added-BEALEAFB) OID—Operator Interface Device
OO-ALC—Ogden Air Logistics Center
OG/CC—Operations group commander
OPR—Office of primary responsibility
Ops Sup—Operations supervisor
OSA—Operational Support Airlift
PACAF—Pacific Air Forces
PL—Precautionary Landing
POC—Point of contact
(Added-BEALEAFB) QRC—Quick Reaction Checklist
RAMC—Reliability and Maintainability Center
RDS—Records Disposition Schedule
(BEALEAFB) RDS—Records Disposition Schedule
RMU—Runway monitoring unit
(Added-BEALEAFB) RPA—Remotely Piloted Aircraft
RSU—Runway supervisory unit
SARM—Squadron Aviation Resource Management
SFA—Single frequency approach
SOF—Supervisor of flying
(BEALEAFB) SOF—Supervisor Of Flying
SQ/CC—Squadron Commander
TACC—Tanker Airlift Control Center

TO—Technical Order

Top 3—Another term for Operations Supervisor

(Added-BEALEAFB) TRB—Training Review Board

UAS—Unmanned Air System

UHF—Ultra high frequency

(BEALEAFB) UHF—Ultra High Frequency

USAF—United States Air Force

USAFE—United States Air Force in Europe

(Added-BEALEAFB) VFR—Visual Flight Rules

VHF—Very high frequency

(BEALEAFB) VHF—Very High Frequency

(Added-BEALEAFB) VOIP—Voice Over Internet Protocol

WG—Wing

WG/CC—Wing commander

WR-ALC—Warner Robins Air Logistics Center

Attachment 2

SOF PROCEDURAL/EMERGENCY CHECKLIST

A2.1. Procedural Checklist. The SOF will have available a procedural checklist that includes detailed instructions for the following (if applicable):

Table A2.1. SOF Procedural/Emergency Checklist.

Item Number	Item
1	Opening
2	SOF changeover
3	Closing
4	OG/CC notification
5	Aircraft emergency
6	Barrier engagement
7	Emergency divert
8	Weather recall
9	Change of runway
10	Runway closure
11	Anti-hijack
12	Communications search
13	Aircraft dispersal
14	Controlled bailout
15	Hung ordnance

16	Bird condition
17	Controlled jettison
18	Hydrazine spill/exposure
19	Hot brakes
20	Suspected Lasing Incident
21	Aircraft crash
22	Alert force exercise/scramble (if applicable)
23	Contractor/depot emergency telephone numbers
24	Telephone numbers for applicable regional SOFs
25	Telephone numbers for local Federal Aviation Administration (FAA) flight service (if OCONUS, numbers for the associated Host Nation ATC facility), local terminal radar facility, and other local control towers and/or radar facilities that could potentially be used as alternate airfields

Attachment 3**SUPERVISOR OF FLYING CHECKLIST GUIDE**

A3.1. Normal Procedures. Note: This checklist is an example of a normal checklist. Actual local checklist contents are at the discretion of the OG/CC.

A3.1.1. Report to duty location 30 minutes prior to first scheduled takeoff.

A3.1.2. Review and sign off Flight Crew Information File/SOF read file.

A3.1.3. Review daily flying schedule.

A3.1.4. Ensure all ramps, taxiways, runways and appropriate areas are inspected before the first flight of the day (visual inspection by the SOF is not required if airfield management has performed the inspection).

A3.1.5. Inspect SOF kit and equipment for currency/operation.

A3.1.6. Obtain current information on:

A3.1.6.1. Weather:

A3.1.6.1.1. Local

A3.1.6.1.2. Divert bases

A3.1.6.1.3. Operating areas and ranges

A3.1.6.1.4. Low-level routes

A3.1.6.2. Airfield Status (Local and Divert Bases):

A3.1.6.2.1. Active runway

A3.1.6.2.2. Barriers

A3.1.6.2.3. Runway condition reading

A3.1.6.2.4. Notices to Airman

A3.1.6.2.5. Navigational aids

A3.1.6.2.6. Airfield lighting

A3.1.6.2.7. Bird activity

A3.1.6.2.8. Emergency response vehicle status

A3.1.7. Brief the OG/CC or his designated representative on the airfield status, weather conditions, divert bases, unusual events and the daily flying schedule.

Attachment 4

CONFERENCE HOTEL PROCEDURES

A4.1. CONFERENCE HOTEL Procedures. CONFERENCE HOTEL procedures have been established so expert technical advice is available to an aircrew, SOF or other supervisor to assist in the recovery of a serious in-flight emergency. These procedures can put the OG/CC, SOF or Ops Sup/Top 3 directly in contact with a representative from the Air Logistics Center (ALC), the Wright Patterson Program Office, or the contractor.

A4.2. Emergency Assistance Numbers. The following contractor, Program Office or ALC numbers provide a link to the most knowledgeable maintenance and engineering personnel for each weapons system. Once the terms "placing a CONFERENCE HOTEL call" are expressed, the person receiving the call will put the flying supervisor in contact with the appropriate experts.

A4.3. Call Initiation. To initiate CONFERENCE HOTEL, contact the appropriate facility IAW [A4.1](#) and provide the following information:

A4.3.1. Indicate you are initiating a (simulated or actual) CONFERENCE HOTEL call for an in-flight emergency.

A4.3.2. Caller's name and telephone number/base.

A4.3.3. Type aircraft.

A4.3.4. Nature of problem. In all cases, stress to the person(s) contacted that the problem involves an AIRBORNE EMERGENCY and technical assistance is required.

A4.4. Air Logistics Centers and Their Locations:

A4.4.1. OC-ALC --Oklahoma City, OK (Tinker AFB)

A4.4.2. OO-ALC --Ogden, UT (Hill AFB)

A4.4.3. WR-ALC --Warner Robins, GA (Robins AFB)

A4.5. Specific Aircraft Paragraphs. See [Table A4.1](#) for MDS-specific CONFERENCE HOTEL reference paragraphs.

Table A4.1. MDS-Specific CONFERENCE HOTEL Reference Paragraphs.

MDS	Para	MDS	Para	MDS	Para
A/OA-10	A4.2.	C-20/C-37	A4.12.	10KC-135	A4.21.
B-1	A4.3.	CV-22	A4.13.	MQ-1/ MQ-9	A4.22.
B-2	A4.4.	E-3 / E-4 / E-8	A4.14.	R/O/W/T/ C-135	A4.23.
B-52	A4.5.	F/QF-4 (all variants)	A4.15.	RQ-4	A4.24.
C-5	A4.6.	F-15 (all variants)	A4.16.	RQ-170	A4.25.
C-9	A4.7.	F-16 (all variants)	A4.17.	T-1	A4.26.
C-12	A4.8.	F-22A	A4.18.	T-6	A4.27.
C-17	A4.9.	F-35	A4.18.	T/ AT-38	A4.28.
C-21	A4.10.	Helicopters	A4.19.	U-2	A4.29.
C-130 (all variants)	A4.11.	KC-	A4.20.	RC-26	A4.30.

Table A4.2. A/OA-10:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE A-10 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	Brett Hamblin Guy Thatcher Bob Anderson
NON-DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to A-10 CONFERENCE HOTEL POCs. Hill Command Post will maintain a current listing of home telephone numbers for below POCs.	DSN: 777-3007 Comm: (801) 777-3007	

Table A4.3. B-1:

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

Table A4.4. B-2:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call B-2 Support Center	DSN: 272-7300 Comm: Pri (661) 272-7300 Alt (661) 272-7999 Alt (661) 272-7693	Jim Koharik

Table A4.5. B-52:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 or Comm: (206) 655-9200 or DSN: 743-5687	Bob Snellenberg
	Routine, non-emergency assistance, call	Comm: (316) 977-0183	

Table A4.6. C-5:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Lockheed Martin	DSN: 625-9001 or Comm: (770) 494-1705 Comm: (770) 494-3244	David Ables
	Call WR-ALC	DSN: 472-1207 or Comm (478) 222-1207 (478) 318-6303	Russ Alford
NON-DUTY HOURS:	Contact WR-ALC Command Post and ask for home phone number for above personnel. WR-ALC Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 497-2612/13/14/15. Comm: (478) 327-2612 13/14/15	

Table A4.7. C-9:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Boeing	DSN: 576-6282 or Comm: (618) 256-6282 Comm: (618) 420-2205 (cell – after hours)	Dave Williams
DUTY HOURS:	Call OC-ALC/LKRE	DSN: 336-5384 or Comm: (405) 736-5384	Tony Sitler (Lead C-9 Engineer)
NON-DUTY HOURS	Call TINKER Command Post, and ask for home phone numbers for above personnel. Tinker Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 339-2171 or Comm: (405) 739-2171	

Table A4.8. C-12:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Vertex Aerospace, Madison, MS	Comm: (601) 607-6231 or (601) 607-6345	Ron Paschal Mark Billings
NON-DUTY HOURS	Call Vertex Aerospace, Madison, MS and ask for a phone patch to the POC's home.	Comm: (601) 856-2274 Comm: (601) 672-1171 (cell) or (601) 672-1169(cell)	Office Ron Paschal Mark Billings

Table A4.9. C-17:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing	Comm: 562-384-3800	Mike Maidland
24 HOURS:	Call Robins Command Post and ask for home phone numbers for above personnel. Robins Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 497-2612/13/14/15 or Comm: (478) 327-2612 /13/14/15	

Table A4.10. C-21:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OC-ALC/GKSS	DSN: 336-3322 or Comm: (405) 736-3322	Bob Douglas (C-21 Lead Engineer)
NON-DUTY HOURS	Call Tinker Command Post, and ask for the C-21 Program Manager. Tinker Command Post will maintain a current listing of home telephone numbers for POCs	DSN: 339-2171 or Comm: (405) 739-2171	

Table A4.11. C-130 Variants (All variants).

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Lockheed Martin Technical Representative:	DSN: 625-9001 or Comm: (770) 494-1705	Steve Horbath Mark Neas Wayne Roberts
NON-DUTY HOURS:	Call Robins Command Post and ask for home phone numbers for above personnel. Robins Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 497-2612/13/14/15 or Comm: (478) 327-2612 /13/14/15	

Table A4.12. C-20/C-37:

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

Table A4.13. CV-22.

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Contact POCs at Patuxent River Naval Air Station MD CONTACT POCs (V-22 Fleet Support Team (FST) at NADEP Cherry Point NC	Comm: (850) 881-3105/4474	Mark Whittle (lead FST) Bruce Ammons (deputy FST) Eric Braganca
NON-DUTY HOURS		Comm: (252)-349-2107/2112 (Cell)	Mark Whittle (lead FST) Bruce Ammons (deputy FST)

Table A4.14. E-3 / E-4 / E-8:

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

Table A4.15. F/QF-4:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE F/QF-4 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	
NON-DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to F/QF-4 Conference Hotel POCs. Hill Command Post will maintain a current listing of home telephone numbers for listed POCs.	DSN: 777-3007 or Comm: (801) 777-3007	Grant Herring Brett Hamblin

Table A4.16. F-15 (all Variants):

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Primary: Call Boeing in St Louis directly on the dedicated CONFERENCE HOTEL numbers. Once connected with the Boeing operator, state: "THIS IS A CONFERENCE HOTEL CALL FOR THE F-15"	(866) 543-5444 toll free or Comm: (314) 232-9999	

Table A4.17. F-16 (All Variants).

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	(Actual emergencies only): Call Lockheed Martin Aeronautics Company	DSN: 940-1284 or Comm: (817) 935-5011	Ken Worell Davey Thorn
NON-DUTY HOURS:	Ask Lockheed Martin Aeronautics Company to patch through to POC home telephone numbers. Lockheed Fort Worth Company will maintain a current listing of home telephone numbers for below POCs.	DSN: 9401284 or Comm: (817) 935-5011 and Ask to be patched through to the F-16 POC.	Steve Jennings David Vandercook

Table A4.18. F-22A and F-35.

F-22A			
TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Primary: Call Lockheed Martin (LM) Aero Marietta Company Security: State: "THIS IS A CONFERENCE HOTEL CALL."	DSN: 625-9001 or Comm: (770) 494-1705 (M-F, 0600-1945 US Central Time)	Tony Keith Don Massett Bret Luedke Al Norman
F-35			
TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call Lockheed F-35 ALGS Operations Center. Once connected with the center state: "THIS IS A CONFERENCE HOTEL CALL FOR THE F-35."	888-433-5677	Buran (All) Bosley (All) Schulten (F-35A) VanHouten (F-35B/C)

Table A4.19. Helicopters:

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

Table A4.20. KC-10:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call Boeing Operations Center	Comm: (206) 544-7500	
	Call 544 th ACSS	Comm: (405) 414-7726 (405) 736-4978 (405) 736-4980 (405) 520-3735	
NON-DUTY HOURS:	Call Tinker Command Post (ask for KC-10 Program manager)	DSN: 339-2171 Comm: (405) 739-2171	

Table A4.21. KC-135:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY and request connection with above numbers.	DSN: 743-5687 Comm: (206) 655-9200 or 1-800-721-0422	Bob Snellenberg
	Routine, non-emergency assistance, call 24/7 Message Center	Comm: (405) 200-3826	Bob Nelson
DUTY HOURS	Call OC-ALC/GKC	DSN: 336-7755 or Comm: (405) 736-7755	
NON-DUTY HOURS	Call 24/7 Message Center	Comm: (405) 200-3826	Bob Nelson

Table A4.22. MQ-1 / MQ-9.

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call ASC/WII Det 3, San Diego, CA. Ask for a POC	Comm: 858-705-2254 858-774-5980	Primary: Maj Bill Harvey Alternate: Mr. Thomas Kirkman Lt Col Power

Table A4.23. R/O/W/T/C-135:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 Comm: (206) 655-9200 or DSN 743-5687	Bob Snellenberg
	Routine, non-emergency assistance, call	Comm: (316) 977-0183	

Table A4.24. RQ-4:

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

Table A4.25. RQ-170:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS	Call Lockheed Martin	Comm: (661) 572-3410 Comm: (661) 572-7329	Eddie Cabrera Jim Stolting Larry Pellett
NON-DUTY HOURS	Call Lockheed Martin	Comm: (661) 245-1984 Comm: 661-400-2021/5213 Pager: 800-206-0525 Pager: 888 449-5478 Pager: 888-689-1044	Eddie Cabrera Jim Stolting Larry Pellett

Table A4.26. T-1:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call Hawker Beechcraft	Comm: (316) 243-8694 or (316) 712-8106	
	Call 545 ACSS and state: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-1 AIRCRAFT."	Comm: (405) 590-4541	

Table A4.27. T-6.

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call HQ AFMC Command Center and state: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-6 AIRCRAFT."	DSN: 787-6314 Comm: (937) 257-6314	

Table A4.28. T/AT-38:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-38 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	
NON-DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to T-38 Conference Hotel POCs. Hill Command Post will maintain a current listing of home telephone numbers for below POCs.	DSN: 777-3007 or Comm: (801) 777-3007	Grant Herring Eric Flygare Brett Hamblin

Table A4.29. U-2:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Lockheed Technical Representative	DSN: 368-9186 or Comm (530) 788-0281	Kurt Conklin
	Call General Electric Technical Representative	DSN: 368-3913 or Comm: (530) 634-3913	Neil Kessler
NON-DUTY HOURS:	Primary: Call the Maintenance Operations Center and ask for one of the POCs listed.	DSN: 364-5750 or Comm: (530) 634-5750 or Comm: (530) 788-0281	

Table A4.30. RC-26:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call M-7 Aerospace	Comm: (210) 820-8663 or Comm: (210) 824-9421 Ext 7663	
NON-DUTY HOURS:	Call M-7 Aerospace	Comm: (210) 824-9421 Ext 7294	