

**BY ORDER OF THE COMMANDER
ELLSWORTH AIR FORCE BASE**

**AIR FORCE INSTRUCTION 11-418
ELLSWORTH AIR FORCE BASE**



Supplement

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Flying Operations

OPERATIONS SUPERVISION

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Air Force Instruction (AFI) 11-418, dated 15 Sep 11, is supplemented as follows: This supplement incorporates 28th Bomb Wing (28 BW) and Ellsworth Air Force Base (EAFB) procedures for the supervision of flying operations. It applies to operations supervisors, aircrews, schedulers and all personnel in the 28 BW who support or conduct flight operations. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Send comments and suggested changes to this instruction on AF Form 847, *Recommendation for Change of Publication*, through channels, to 28th Operations Group Stan Eval (28 OG/OGV), 1956 Scott Drive, Ellsworth AFB, SD 57706-4710.

SUMMARY OF CHANGES

This supplement has been substantially changed and must be completely reviewed. It has been reformatted, renumbered, and realigned to adhere to current guidance in accordance with (IAW) AFI 11-418. Defined the Supervisor of Flying's (SOF) authority for delaying departures. Defined SOFs responsibility to inform aircraft of runway closures. Defined SOFs role in determining a suitable divert. Defined SOF show time. Defined SOF DNIF procedures. Redefined Instructor Supervisor of Flying (ISOF) requisites. Defined SOF currency requirements. Defined Conference ALPHA. Updated the SOF Quick Reaction Checklist.

1. General.

1.1.1. Table 1 lists the 28 BW call signs.

Table 1. 28 BW Call Signs.

TITLE	CALL SIGN	TITLE	CALL SIGN
OG/CC	Raider 3	34 BS/CC	Thunder 1
OG/CD1	Raider 31	34 BS/DO	Thunder 2
OG/CD2	Raider 32	34 BS/TOP-3	Thunder Lead
OG/CD3	Raider 33	Duty Instructor Pilot (IP)	Duty IP
37 BS/CC	Tiger 1	SOF	Foxtrot
37 BS/DO	Tiger 2	AM Ops	Airfield Ops
37 BS/TOP-3	Tiger Lead	Weather	Raider Weather
28 OSS/CC	Gryphon 1	Command Post	Rushmore Control (Raymond 33 – on
28 OSS/DO	Gryphon 2	Safety	Safety 2

2. Functions.

2.2. Ops Sup/Top 3.

2.2.2. All Operations Supervisors (Ops Sup/Top 3) candidates will be SOF qualified prior to being Ops Sup/Top 3 qualified.

2.2.3. Ops Sup/Top 3 candidates will use the Operations Supervision Nomination and Training Record (Attachment 5) to document training. Completed documentation will be placed in the individuals training folder, maintained by the squadron training office.

2.4. (Added) **Weekly SOF / Ops Sup/Top 3 / Duty IP Schedule.** Unit supervisors and schedulers are responsible for scheduling and annotating unit flying supervision. The most up-to-date weekly schedule is available online, via electronic Patriot Excalibur (ePEX), no later than (NLT) close of business the Friday before the week starts. Schedulers will ensure individuals are current and qualified prior to scheduling them for SOF duties. If ePEX is down, schedulers will post the most current schedule by alternate means.

2.4.1. (Added) Non-current SOFs will immediately notify the duty scheduler and Squadron Director of Operations if scheduled for SOF duties and unable to regain currency prior to the scheduled SOF tour.

Table 2. (Added) 28th Bomb Wing Minimum Flying Unit Supervision Requirements.

Types of Operations	SOF Location	Ops Sup/Top 3 Location
Daily Flying Ops	Duty Location (1)	Available (3)
Reduced Flying Ops (5)	Duty Location (1, 5)	Available (3)
Off Station Sorties	N/R	Available (3)
Deployed Ops	Duty Location (2)	Available (2)
Cross Country Dept/Rtn	Duty Location (1,4)	Available (3)
<p>Note 1: Duty locations are in the Air Traffic Control Tower (primary) or the SOF vehicle (alternate).</p> <p>Note 2: For deployed operations, the deployed unit commander will coordinate with the host base Operations Group Commander for supervision requirements. This may involve integrating into the host base SOF and/or Ops Sup/Top 3 program. For locations with no existing SOF program, deployed unit commanders are responsible for ensuring adequate operations supervision during all flying activities.</p> <p>Note 3: Ops Sup/Top 3's must be immediately available by telephone or Land Mobile Radio (LMR). Ops Sup/Top 3's will carry an LMR and monitor "OG" and "UHF Pri" at all times while performing Ops Sup/Top 3 duties on base. Ops Sup/Top 3 may adjourn to quarters outside of normal duty hours after all aircraft have launched.</p> <p>Note 4: For aircraft departing from EAFB, the SOF will be on duty until 45 minutes after the last aircraft departs. For aircraft returning to EAFB, the SOF will be back on duty from one hour prior to aircraft arrival until engine shutdown of the last arriving aircraft.</p> <p>Note 5: Reduced flying operations are any period with one squadron flying no more than two sorties. 28 OG/CC may waive an excess of this number. During reduced flying operations the SOF and Ops Sup/Top 3 duties may be accomplished by a single Ops Sup/Top 3 qualified and SOF current aircrew referred to as "FOX-3". FOX-3 will have the SOF vehicle available to assume SOF duties.</p>		

2.5. (Added) **Shift Changeover.** Daily SOF shift changeover will be annotated on the flying schedule. Different changeover times may be coordinated as long as crew rest and duty day requirements are met. Changeover times will be de-conflicted from scheduled takeoffs and landings to prevent distractions in the event of an emergency.

4. Responsibilities.

4.3. SOF will:

4.3.1.1. (Added) SOFs must be current in SOF duties, Flight Crew Information Files (FCIF), and SOF Read Files prior to performing duties. SOF currency/recurrency requirements are listed in para 13. FCIFs may be reviewed at unit step desks or online via ePEX, under "FCIF". In addition, Duty not Involving Flying (DNIF) SOFs must meet criteria listed in para 6.5.3.1.

4.3.1.2. (Added) Time permitting, the opening SOF should attend the first step brief of the day. If time does not permit step brief attendance, the SOF is responsible for obtaining copies of the most current schedule including aircraft and crew lineup, review any new FCIFs, Mission Execution Forecast, Alternate/Divert Weather Forecasts,

Temporary Flight Restrictions, and Notices to Airmen (NOTAM) via other means, such as the SOF computer, Base Operations, phone, or fax.

4.3.1.2.1. (Added) If the SOF leaves the tower during flying outside of the local area, the SOF will provide contact information (e.g., the SOF cell phone number) to the Tower Supervisor and the command post, in the event of an early Return to Base (RTB) or emergency. Notify the 28 OG/CC as soon as possible after relocating if SOF duties will be from the SOF vehicle.

4.3.1.3. (Added) The SOF will contact Ops Sup/TOP-3 or squadron ops (with guidance to relay the information to the Ops Sup/Top-3) to discuss airfield issues, aircraft status, crew and/or tail swaps, and any possible deviations to the flying schedule; such as changes in times, fuel loads, weapons, and/or airspace.

4.3.1.4. (Added) The closing SOF will ensure aircraft land NLT 0030L. If the scheduled land time is after 0030L, aircraft will not overfly unless previously coordinated and approved by the OG/CC. SOFs will direct crews to RTB and/or full stop to prevent Radar Approach Control/Tower personnel from exceeding their maximum duty day limit and to meet follow-on crew rest requirements.

4.3.1.5. (Added) The SOF will complete all applicable items of the Opening, Closing, or Changeover checklists located in the Quick Reaction Checklist (QRC).

4.3.5.

4.3.5.1. (Added) The SOF has the authority to delay departure or direct a go-around if an improper aircraft configuration is observed. The SOF will advise crews of any observed abnormal indications such as sparks, excessive smoke, fire, loose panels, etc. The SOF may use GUARD if time is critical. If safety and time permit, the SOF should coordinate with Tower Watch Supervisor to use the appropriate Approach, Tower, or Ground Controller to direct aircraft to hold position, go around, or low approach, as necessary for safe operations.

4.3.7.

4.3.7.1. (Added) The SOF will ensure all local and transient aircraft are notified of runway closures as soon as possible. The SOF will determine the estimated duration of closure and advise crews to hold or divert, as necessary. If aircraft are beyond UHF contact range, the SOF will attempt to relay information using applicable agencies (Denver Center, Clover Control, Smokey Range Control Officer, etc.).

4.3.7.2. (Added) During local flight operations, the SOF will coordinate with the 28th Operations Support Squadron Weather Shop and review NOTAMs to determine primary and secondary divert/alternate airfields. The SOF will check divert/alternate airfield suitability within 1 hour of planned departure and arrival windows. If a primary divert/alternate becomes unsuitable, the SOF will notify crews and units Ops Sup/Top 3 of the new primary and secondary alternate/divert airfields.

4.3.8.

4.3.8.1. (Added) If freezing precipitation (snow, sleet, flurries, etc.) is forecast for the following day, a snow removal meeting will be convened immediately after the wing production meeting. The next day's Morning Supervisor of Flying (AM SOF), or a

designated SOF representative will attend the snow removal meeting. If freezing precipitation is forecast for the first fly-day after a weekend and/or holiday, this meeting will occur on the last duty day prior to the weekend and/or holiday.

4.3.8.1.1. (Added) If the SOF (or representative) is unable to attend the snow removal meeting, the SOF, as a minimum, will review the snow removal plan with the 28th Operations Support Squadron Airfield Manager. In either case the SOF will fill out the Snow Removal Plan Sheet (Attachment 6) electronically in the SOF folder on the 28th Operations Group (28 OG) shared drive, and leave a hard copy on the clipboard for the opening SOF to review.

4.3.8.2. (Added) Prior to the first launch of the day, the SOF will check the status of the runway and taxiways to determine if additional snow removal is required. The SOF should also visually check the aircraft to determine the status of deicing or if additional deicing is required and report the status to squadron Ops Sup/Top 3.

4.3.8.3. (Added) The SOF will coordinate safe, efficient, and prioritized snow removal with Airfield Management. Ops Sup/Top 3 will coordinate de-icing procedures with the 28th Aircraft Maintenance Squadron. Airfield Management may be contacted by phone at 385-1052, LMR, or via UHF radio (Dispatch, 372.2 MHz). The SOF will not contact snow removal contractors directly, except in an emergency.

4.3.8.3.1. (Added) SOFs will monitor current runway condition reading (RCR) for all usable airfield surfaces and provide the readings to squadron ops desks for aircrew planning.

4.3.10.

4.3.10.1. (Added) The SOF will use the electronic SOF Log (depicted in Attachment 3) to track major events during flying operations and to document any unusual situations, In Flight Emergencies (IFE), divers, or intervention. The SOF Daily Log can be accessed by mapping the "SOF" folder from the 28 OG shared drive. AM SOF and Night Supervisor of Flying (PM SOFs) are responsible for keeping the Daily Log current and saving the file often to keep the most up-to-date info available. 28 OG/OGV will maintain an archive for a minimum of 1 year.

4.3.10.2. (Added) A paper SOF log, located in the SOF binder located with SOF's publications, will be used as a back-up. 28 OG/OGV will maintain archive copies for a minimum of 1 year.

4.4. Ops Sup/Top 3 will:

4.4.4.

4.4.4.1. (Added) The Duty IP will be available for technical assistance and will leave contact/cell phone info with the Ops Sup/Top 3 and SOF if unavailable at the squadron. Duty IPs will have access to applicable Technical Orders. If required, the duty IP will go to the tower or step desk to facilitate assistance to the SOF/aircrew.

4.4.5.

4.4.5.1.

4.4.5.1.1. (Added) TOP-3 or SOF will advise the OG/CC, or designated representative, of real-time scheduling changes to aircrew, line number/call-sign, tail number, or takeoff/land times. TOP-3 will also ensure the SOF is advised of all scheduling changes coordinated with the OG/CC.

4.4.8.

4.4.8.1. (Added) The Ops Sup/Top 3 will prepare the electronic SOF Log (depicted in Attachment 3) in the event a SOF is not required (see Table 2.)

5. Handling of In-Flight Emergencies:

5.1.

5.1.1.

5.1.1.1. (Added) The SOF will use all available resources to aid in the safe recovery of an emergency aircraft including appropriate technical orders, the Inflight Guide, QRC, and the 28th Bomb Wing Supervisor of Flying Emergency Procedure Guide. The SOF may also obtain technical assistance from appropriate Ops Sup/Top 3 and/or the Duty IP.

5.1.2.

5.1.2.1. (Added) Time permitting, during an IFE, the SOF will inform the 28 OG/CC and TOP-3 of the call-sign, nature of the emergency, landing runway, and impact to local flying ops.

5.1.3.

5.1.3.1. (Added) The SOF will consider aircraft distance from the airfield or Estimated Times of Arrival (ETA) and fuel remaining in order to determine landing priority. If an emergency aircraft is holding to burn down gas prior to landing, the SOF should direct other aircraft to land first, prior to the emergency aircraft's ETA to prevent divers. When the emergency aircraft is ready to exit holding to land, that aircraft will now have priority, and other aircraft will be directed to hold until the IFE is terminated.

5.1.3.2. (Added) Runway operations will be suspended until the IFE is terminated by the 28th Civil Engineer Squadron Fire Chief or Assistant Fire Chief. Unless waived by the SOF, the runway will remain closed until Airfield Management has inspected and cleared the runway of possible Foreign Object Damage. SOFs will update airborne aircraft with airfield status so they can plan divers, if required.

5.1.3.3. (Added) If an IFE occurs during SOF changeover, then the SOF on duty at the start of the IFE will remain on duty through the termination of the IFE, or until receiving 28 OG/CC approval to changeover. The oncoming SOF may remain to assist the on-duty SOF until IFE termination. If the 28 OG/CC approves a changeover, the outgoing SOF will remain until the oncoming SOF is thoroughly familiar with the emergency and demonstrates the ability to provide supervision.

6. SOF Guidance.

6.2. **Duty Hours:**

6.2.3.

6.2.3.1. (Added) The opening SOF will report for duty at the 28th Bomb Wing Command Post (28 BW/CP) NLT 2+30 hours prior to the first scheduled takeoff. After normal duty hours or on weekends the OG building may be secured. The SOF may gain access by using the bldg access code, or by calling the Command Post at 385-3800. The SOF should be in the tower prior to engine start. Deviations are acceptable in order to attend the first step briefs for both ops squadrons. SOFs will gain approval from the OG/CC for additional deviations.

6.4. **Equipment:**

6.4.1.

6.4.1.2.

6.4.1.2.1. (Added) The SOF cell phone must be turned off while in the Tower Cab. The SOF will forward SOF cell phone calls to the SOF land line when in the tower.

6.4.1.3. (Added) The 28 OG/OGV will ensure that the SOF equipment listed in Table 3, Required SOF Equipment, is available and operational.

Table 3. (Added) Required SOF Equipment.

Tunable UHF/Very High Frequency radio in the Control Tower and SOF vehicle
Dedicated Class A land-line in the Control Tower (SOF extension 385-1120)
Cellular telephone (431-2987)
LMR and radio battery charger (monitor OG Net or UHF Pri as required)
SOF vehicle with appropriate emergency response lighting. (Contact OGV or OG Vehicle NCO for vehicle discrepancies)
SOF binoculars (In Mobile SOF Information Kit)
Mobile SOF Information Kit (see table 4.)

6.4.3.

6.4.3.1. (Added) The SOF vehicle is not considered an emergency response vehicle, and is not allowed to exceed flightline speed limits. All SOFs driving on the flightline will comply with the speed limits IAW EAFBI 13-202, *Flight Line Driving Program*.

6.4.3.2 (Added) The SOF vehicle is for official business only and will be used only for SOF duties. The SOF may go to on-base eating establishments in the SOF vehicle during a SOF tour.

6.4.6.

6.4.6.1. (Added) Required directives, instructions, aircraft technical orders, checklists and in-flight guides will be primarily available in paper form. Electronic back-ups are located under the SOF folder located on the 28 OG shared drive. The SOF Read File, QRC, and Emergency Procedure guide are also located in the electronic SOF folder. Flight Information Publications are available in the Tower Cab, and should be checked for currency by the duty SOF. Notify 28 OG/OGV for

discrepancies.

6.4.6.1.1. (Added) The 28 OG/OGV will maintain a Mobile SOF Information Kit located in the SOF vehicle. The mobile kit will include items detailed in Table 4. SOFs will ensure the mobile kit is complete at the end of the closing tour. If an alternate vehicle is going to be used during the SOF tour, the SOF will ensure the mobile kit is moved to the alternate vehicle.

Table 4. (Added) Mobile SOF Information Kit.

SOF Quick Reaction Checklist
Current IFR Enroute Supplement and Terminal Instrument Approach Procedures, Vol-7
28th Bomb Wing SOF EP Guide
28th Bomb Wing In-flight Guide
SOF Binoculars

6.5. Certification:

6.5.3.

6.5.3.1 (Added) Any DNIF SOF must ensure the AF Form 1042, *Medical Recommendations for Flying or Special Operations Duty*, specifies that SOF duties are authorized. DNIF SOFs must also verify that applicable Aviation Resource Management and unit DOs are notified if unable to perform SOF duties. DNIF SOFs must not perform SOF duties until medically cleared.

6.5.5.

6.5.5.1. (Added) All SOF, ISOF, Ops Sup/Top 3, qualifications will be annotated on the unit Letter of Xs.

6.5.6.

6.5.6.1 (Added) SQ/CCs may nominate and train any SOF qualified IP/Instructor Weapons System Officer (IWSO) or any individual qualified as a SOF for at least one year for ISOF duties. The 28 OG/CC will certify ISOFs by signing the SOF/ISOF Certification Worksheet (Attachment 4). Completed worksheets will be filed in the aircrew's grade book.

6.6. Certification Program:

6.6.1.

6.6.1.1 (Added) SOF candidates will conduct initial training IAW AFI 11-418 and Attachment 4 of this supplement. SOF candidates will use the SOF/ISOF Certification Worksheet (Attachment 4) to document training. Completed documentation will be placed in the individuals training folder, maintained by the squadron training office.

6.6.2.

6.6.2.1. (Added) Squadron commanders (SQ/CC)s will nominate an aircrew member for entry into the SOF Upgrade Program. The 28 OG/CC will certify aircrew for SOF duties.

6.6.7.

6.6.7.1. (Added) Previously certified SOFs will accomplish an OG/CC interview before regaining certification.

6.7. Currency/Recurrency.

6.7.2.

6.7.2.1. (Added) SOFs will document completed tours using an AF Form 1522, *ARMS Additional Training Accomplishments Report*. Unit Aviation Resource Management personnel will update/track SOF currencies.

6.7.3.

6.7.3.1. (Added) Individuals will regain SOF currency by reviewing AFI 11-418, this supplement, SOF Read File, and QRC in addition to accomplishing a 1 hour supervised SOF tour (minimum) with a current and qualified SOF.

6.8. Continuation Training (CT):

6.8.1.

6.8.1.1. (Added) All operations supervisors and qualified SOFs will attend a semi-annual SOF Continuation Training session. The 28 OG/OGV will discuss 28 OG/CC approved training objectives at the semi-annual meetings. Supervisors or SOFs who are unable to attend Continuation Training will review the training agenda and meeting minutes (located online and in the Read File).

6.8.1.2. (Added) An annual review of SOF directives and guidance will be accomplished via annual read file notification. An annual 28 OG/CC briefing will be accomplished at the Semi-annual SOF meetings.

6.9. Program Administration:

6.9.1.

6.9.1.1. (Added) 28 OG/OGV is the Office of Primary Responsibility (OPR) for the SOF program. The 28 OG/CC will designate a primary/alternate individual from 28 OG/OGV as the SOF Program Manager.

6.9.2.

6.9.2.2.

6.9.2.2.1 (Added) The 28 OG/OGV is responsible for annually reviewing/updating the 25-question (minimum) test on SOF duties, procedures, and responsibilities.

6.9.2.11. (Added) 28 OG/OGV will develop and maintain a SOF readfile.

7. CONFERENCE HOTEL Procedures.

7.4. (Added) CONFERENCE ALPHA. This communication conference is used to advise

operations supervisors and key personnel of a significant ground or in-flight emergency situation. The conference may also be used to obtain leadership guidance. 28 BW/CP will establish the conference on the 28th Bomb Wing LMR ("CC PRI"). When directed, the SOF, Ops Sup/Top-3, OG/CC will switch to "CC PRI" and report when on the new frequency. The SOF will reference the QRC and can direct 28 BW/CP to include additional individuals or organizations as required.

KEVIN B. KENNEDY, Colonel, USAF
Commander, 28th Bomb Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-418, *Operations Supervision*, 15 Sep 2011

AFI 11-202V3, *General Flight Rules*, 22 Oct 2010

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

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

AFI 11-202 Vol 3 ACC Sup, *General Flight Rules*, 28 Nov 2012

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

AFPD 11-4, *Aviation Service*, 1 Sep 2004

ELLSWORTHAFBI 13-202, *Flight Line Driving Program*

ELLSWORTHAFBI 11-250, *Airfield Operations and Base Flying Procedures*

T.O. 1B-1B-1, *Flight Manual (1 Oct 05)*

T.O. 1B-1B-1-1, *Performance Manual and supplements (1 Sep 06)*

T.O. 1B-1B-1-1CL-1, *Flight Manual Supplement Checklist (Performance) (1 Sep 06)*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1042, *Medical Recommendations for Flying or Special Operations Duty*

AF Form 1522, *ARMS Additional Training Accomplishments Report*

Abbreviations and Acronyms

28 BW—28th Bomb Wing

28 BW/CP—28th Bomb Wing Command Post

28 OG—28th Operations Group

28 OG/CC—28th Operations Group Commander

28 OG/OGV—28th Operations Group Stan Eval

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

AM SOF—Morning Supervisor of Flying
DNIF—Duty not involving flying
EAFB—Ellsworth Air Force Base
ePEX—Electronic Patriot Excalibur
ETA—Estimated Time of Arrival
FCIF—Flight Crew Information Files
IAW—In accordance with
IFE—In-flight emergency
IP—Instructor Pilot
ISOF—Instructor Supervisor of Flying
IWSO – Instructor Weapons System Officer
LMR—Land Mobile Radio
NLT—No Later Than
NOTAM—Notices to Airmen
OPR—Office of primary responsibility
Ops Sup/Top 3—Operations supervisor
PM SOF—Night Supervisor of Flying
QRC—Quick Reaction Checklist
RDS—Records Disposition Schedule
RTB—Return to Base
SOF—Supervisor of flying
SQ/CC—Squadron Commander
UHF—Ultra high frequency
USAF—United States Air Force

Attachment 2
Quick Reaction Checklists

Figure 2.1 28 BW SOF Quick Reaction Checklists.

28BW SOF QUICK REACTION CHECKLISTS (QRC)



DATE: 25 Jun 2012
OPR: 28 OG/OGV (385-5025)
POC: Maj Steven Koly
DATE: 25 Jun 2012

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1. OPENING PROCEDURES (ARRIVE AT COMMAND POST 2+30 PRIOR TO FIRST T/O)		
a.	OBTAIN FLT SCHED	<ul style="list-style-type: none"> • CP Personnel normally attach it to SOF clipboard
b.	RECEIVE CP DUTY CONTROLLER BRIEF	<ul style="list-style-type: none"> • Confirm OG/CC or OG/CD taking calls • Airfield Status • Scheduled wing activity • Transient aircraft • DV arrivals
c.	CHECKOUT SOF EQUIPMENT	<ul style="list-style-type: none"> • Clipboard - Available • Cell phone - Operational and calls are not forwarded • SOF truck keys - Available • LMR – Keyed with correct crypto and “CC PRI” and “OG” nets are operable
d.	RADIO CHECK W/CP	<ul style="list-style-type: none"> • Perform radio check on LMR “OG” net with CP (Rushmore Control)
e.	CHECKOUT SOF VEHICLE AND INVENTORY EQUIPMENT	<ul style="list-style-type: none"> • Sign off the SOF vehicle's AF Form 1800 <ul style="list-style-type: none"> ○ Inform OGV and/or VCNCO (x1074) if the vehicle needs any repairs. • Power-on and check radios • Inspect the following items in SOF kit (Inform OGV of missing items): <ul style="list-style-type: none"> ○ SOF Procedural/Emergency Quick Reaction Checklist (QRC) ○ 28 BW Inflight Guide ○ IFR Supplement ○ FLIP (Terminal) Low Vol 7 ○ 28 BW SOF EP Guide ○ SOF Binoculars
f.	ATTEND FIRST STEP BRIEFS	<ul style="list-style-type: none"> • Step Desk <ul style="list-style-type: none"> ○ Check SOF currency ○ Review Current FCIF (must be signed-off prior to performing duties) ○ Attend first step Brief (if able) ○ Obtain NOTAMS / Current weather MEF / Diverts ○ Confirm crew names/priorities/tail#/parking location/profile ○ Confirm any schedule changes • TOP-3 <ul style="list-style-type: none"> ○ Confirm crew priorities/airfield status/ tail numbers/crew lineup/scheduled activity <p>(If time doesn't permit stopping by one/both squadrons, complete above steps by other means)</p>
		Continued on next page

g.	VISIT / CONTACT BASE WX/AM OPS	<ul style="list-style-type: none"> • Weather <ul style="list-style-type: none"> ○ Review MEF/TAF/METAR ○ Expected adverse weather (induction icing/winds/precip/thunderstorms/etc) ○ MOA / IR route / AR track / Divert status ○ If required, select primary divert and inform squadron ops • Airfield Status <ul style="list-style-type: none"> ○ Last runway sweep ○ Bird Condition ○ Navaid status ○ RCR ○ Snow removal status ○ Runway lighting ○ RCA NOTAMS ○ Planned airfield repair 																		
h.	REPORT TO PRI/ALT LOCATION (Prior to engine start, minor deviations acceptable in order to attend both sqdn first steps)	<ul style="list-style-type: none"> • If alternate location, obtain OG/CC approval 																		
i.	REVIEW SOF READFILE	<ul style="list-style-type: none"> • Sign-off any new read files (read file binder) 																		
j.	CONFIGURE COMM EQUIPMENT	<ul style="list-style-type: none"> • Cell Phone – Forward calls to SOF tower landline (under contact list) • Cell Phone – Power off • SOF Radio – On, tuned to 311.0 • GRC-171 – Configured <ul style="list-style-type: none"> ○ TX and RX selected ○ Toggle headphone or speaker on TX/RX, as desired • Get radio check with aircrew or other agency (eg 28BW/CP) on 311.0 • LMR – Set “OG” net (seated in charger as required) 																		
k.	CHECKOUT SOF EQUIPMENT / INVENTORY LIBRARY	<ul style="list-style-type: none"> • Binoculars – Available • SOF Tower Library – Available, complete, current, serviceable <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1B-1B-1, B-1 Flight Manual, Section 1</td> <td style="width: 50%;">1B-1B-1-1CL-1, B-1 Perform. Checklist</td> </tr> <tr> <td>1B-1B-1, B-1 Flight Manual, Section 2-8</td> <td>28 BW IFG</td> </tr> <tr> <td>1B-1B-1-1, B-1 Performance Manual</td> <td>IFR Supplement</td> </tr> <tr> <td>1B-1B-1-4, B-1 CITS Manual</td> <td>FLIP (Terminal) Low Vol 7</td> </tr> <tr> <td></td> <td>TCN</td> </tr> <tr> <td>SOF READFILE</td> <td>AFI 11-418, and EAFB sup</td> </tr> <tr> <td>Quick Reaction Checklist (QRC)</td> <td>AFI 11-202V3, and ACC</td> </tr> <tr> <td>SOF EP guide</td> <td>AFI 11-2B-1V3, and EAFB sup</td> </tr> <tr> <td>SOF tour log sheets</td> <td>AFI 11-250</td> </tr> </table>	1B-1B-1, B-1 Flight Manual, Section 1	1B-1B-1-1CL-1, B-1 Perform. Checklist	1B-1B-1, B-1 Flight Manual, Section 2-8	28 BW IFG	1B-1B-1-1, B-1 Performance Manual	IFR Supplement	1B-1B-1-4, B-1 CITS Manual	FLIP (Terminal) Low Vol 7		TCN	SOF READFILE	AFI 11-418, and EAFB sup	Quick Reaction Checklist (QRC)	AFI 11-202V3, and ACC	SOF EP guide	AFI 11-2B-1V3, and EAFB sup	SOF tour log sheets	AFI 11-250
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		Continued on next page																		

i.	BRIEF OG/CC (or alt) (45 prior to first takeoff)	<ul style="list-style-type: none"> • Contact via LMR (primary), landline (sec) • Use appropriate call sign <ul style="list-style-type: none"> ○ RAIDER 3 – OG/CC ○ RAIDER 31 OR 32 – OG/CD1 OR CD2 • Update the 28 OG/CC on following: <ul style="list-style-type: none"> ○ Airfield status (active runway, BWC, RCR, Nav aids) ○ Aircraft /aircrew status ○ Interest items that affect flight ops (eg. WX, MX, NOTAMS) ○ Transients ○ DV arrivals ○ Divert Base Status
m.	OPEN SOF LOG	<ul style="list-style-type: none"> • Start SOF log either electronically or paper
<p>(WINTER) (COORDINATE WITH OG/CC TO WORK FROM VEHICLE, IF REQUIRED)</p>		
n.	EXECUTE SNOW REMOVAL PLAN	<ul style="list-style-type: none"> • Work with MOC/MX Super/AM Ops/Top-3 to execute snow removal plan • If no plan was coordinated the day prior, contact above agencies and coordinate a plan • Don't contact Snow Removal Ops (CE) personnel directly, work with AM Ops to manage CE snow removal plow crews.
o.	RCR STATUS/UPDATE	<ul style="list-style-type: none"> • Relay RCR info to Sqdn ops desks/Top-3/ OG/CC
p.	RETRIEVE NEXT DAY WX FORECAST	<ul style="list-style-type: none"> • If snow forecasted, contact sqdn scheduler of next days SOF

2. CHANGEOVER PROCEDURES		
(Out-going SOF)		
a.	LOG TOUR	<ul style="list-style-type: none"> • PEX or AFTO FORM 1522
b.	CONDUCT CHANGEOVER BRIEF	<ul style="list-style-type: none"> • Current/scheduled aircraft activity. • Weather: observations, forecasts, divert/AR/MOA weather • Primary divert, if required • Airfield Status (local and divert bases): <ul style="list-style-type: none"> ○ Active runway ○ Snow removal status ○ RCR ○ NAVAIDS ○ Airfield lighting ○ NOTAMS • Synopsis of EPs • Abnormal events • Birdwatch Condition – Current/Trends • Review SOF log
c.	HANDOFF SOF EQUIP	<ul style="list-style-type: none"> • Cell Phone/Vehicle Keys/LMR
d.	SOF EVENT LOG	<ul style="list-style-type: none"> • Save
e.	SOF CRITIQUE	<ul style="list-style-type: none"> • Fill out and email to 28 OG/OGV ALL distro list (if required)
f.	NEXT DAY SNOW REMOVAL PLAN	<ul style="list-style-type: none"> • Brief status (if known)
(On-Coming SOF)		
g.	REPORT TO PRI/ALT LOCATION (Prior to engine start/ jets back in local area - minor deviations acceptable in order to attend both sqdn first steps when starting new flt period -)	<ul style="list-style-type: none"> • If alternate location, obtain OG/CC approval
h.	REVIEW SOF READFILE	<ul style="list-style-type: none"> • Sign-off any new readfiles (readfile binder)
		Continued on next page

i.	CONFIGURE COMM EQUIPMENT (if required)	<ul style="list-style-type: none"> • Cell Phone – Forward calls to SOF tower landline (under contact list) • Cell Phone – Power off • SOF Radio – On, tuned to 311.0 • GRC-171 – Configured <ul style="list-style-type: none"> ○ TX and RX selected ○ Toggle headphone or speaker on TX/RX, as desired • Get radio check with aircrew or other agency (eg 28BW/CP) • LMR – Set to “OG”net (seated in charger as required)
j.	BRIEF OG/CC (or alt)	<ul style="list-style-type: none"> • Contact via LMR (primary), landline (sec) – “Changeover complete” • Use appropriate call sign <ul style="list-style-type: none"> ○ RAIDER 3 – OG/CC ○ RAIDER 32 – OG/CD • Report SOF changeover completion • Update the 28 OG/CC on following: <ul style="list-style-type: none"> ○ Airfield status (active runway, BWC, RCR, Nav aids) ○ Aircraft /aircrew status ○ Interest items that affect flight ops (eg. WX, MX, NOTAMS) ○ Transients ○ DV arrivals ○ Divert Base Status

3. CLOSING PROCEDURES		
a.	CONFIRM ALL AIRCRAFT ARE SHUTDOWN	<ul style="list-style-type: none"> • Ask last landing crew to report engine shutdown
b.	NOTIFY OG/CC	<ul style="list-style-type: none"> • Contact OG/CC (or alt) if abnormal events have occurred <ul style="list-style-type: none"> ○ EP ○ Physiology event ○ Diverts (EAFB jets to other bases) ○ Incoming Diverts (to include inbound aircraft from other bases to Ellsworth) • Contact CP and notify that local flying is complete
c.	LOG TOUR	<ul style="list-style-type: none"> • PEX or AFTO Form 1522
d.	SOF CRITIQUE	<ul style="list-style-type: none"> • Fill out and email to 28 OG/OGV ALL distro list (if required)
e.	SHUTDOWN SOF EQUIP	<ul style="list-style-type: none"> • Power down SOF radio • Un-forward cell phone calls
f.	DISTRIBUTE SOF LOG	<ul style="list-style-type: none"> • Save and email the SOF log to the following distribution list <ul style="list-style-type: none"> ○ OG/CC; OG/CD; OSS/CC; 37/34 BS/CC; 37/34 BS/DO; 37/34 BS/ADO; 37 BS/SAC; 28 OG/OGV All Personnel • FAX handwritten logs to 385-4460
g.	REVIEW/AMEND SNOW REMOVAL PLAN AS REQUIRED	<ul style="list-style-type: none"> • Leave copy of snow removal plan for next day SOF to execute
h.	REFUEL SOF VEHICLE	<ul style="list-style-type: none"> • If less than ¾ tank
i.	RETURN VEHICLE TO OG BLDG	<ul style="list-style-type: none"> • Ensure Scanner/radios powered off • Lock Doors
j.	RETURN EQUIP TO CP	<ul style="list-style-type: none"> • LMR (put in charger) • Cell Phone • Vehicle Keys • Clipboard (ensure CP doesn't discard Snow Removal Plan notes)

4. AIRCRAFT EMERGENCY		
a.	OBTAIN AIRCREW DATA	<ul style="list-style-type: none"> • Call sign • Nature of emergency • Location • Fuel remaining • Planned recovery • Landing data (planned gross weight for landing) • Post flight plan (stop/egress/taxi-off)
b.	ADVISE TWR WATCH SUP	<ul style="list-style-type: none"> • Inform tower watch sup of the emergency
c.	OBTAIN AIRFIELD/WX UPDATE	<ul style="list-style-type: none"> • Airfield condition/status • Weather condition/trend • Other aircraft in pattern/inbound and fuel state
d.	REVIEW TECH DATA	<ul style="list-style-type: none"> • Backup aircrew with checklist completion • Review SOF EP Guide
e.	NOTIFY OG/CC	<ul style="list-style-type: none"> • Contact OG/CC and Top3 (when able) and pass aircrew data and recovery plan (above). • Advise if you recommend an "Alpha Conference" or a "Conference Hotel."
f.	EMERGENCY RESPONSE UNITS NOTIFIED	<ul style="list-style-type: none"> • Confirm tower started the crash net • Fire department and crash response teams in place • Flight surgeon on scene, if required (physiological / smoke or fumes)
g.	NOTIFY LOCAL AIRCRAFT	<ul style="list-style-type: none"> • Ensure tower advised local aircraft of impending runway operations suspension • Launch aircraft as appropriate, take into consideration local mission priorities, transients, and DV departures/arrivals. • IF the EP allows depart/recover what aircraft you can • IF THE EP NEEDS TO LAND ASAP GIVE THEM THE PRIORITY
h.	RECOVER OTHER AIRCRAFT (as required)	<ul style="list-style-type: none"> • Determine need to recover other aircraft first. Consider: <ul style="list-style-type: none"> ○ Fuel state ○ Weather ○ Nature of emergency ○ Other emergency aircraft inbound or holding ○ Expected runway operations suspension
i.	ASSESS ACTIVE RUNWAY (as applicable)	<ul style="list-style-type: none"> • If winds are light ~5 knots, consider changing to Runway 31 to take advantage of upslope
j.	PERFORM VISUAL INSPECTION (as required)	<ul style="list-style-type: none"> • Ensure a visual inspection of the aircraft has been completed prior to landing (if required). <ul style="list-style-type: none"> ○ Direct low approach, or BD check from another airborne aircraft • If in vehicle, remain clear of the aircraft until the fire chief has cleared the area. (Note: get permission from tower on ground frequency prior to proceeding on the runway.
k.	NOTIFY OG/CC OF IFE TERMINATION	<ul style="list-style-type: none"> • Notify OG/CC, Top-3, and CP of IFE termination

5. BARRIER ENGAGEMENT (RESERVED)

EAFB does not have responsive barrier engagement capability.

6. CONFERENCE ALPHA		
a.	ATTAIN OG/CC APPROVAL	<ul style="list-style-type: none"> • Advise OG/CC of Alpha Conference recommendation and attain approval to initiate
b.	INITIATE ALPHA CONFERENCE	<ul style="list-style-type: none"> • Contact CP and direct initiation of Alpha Conference • CP will contact following: <ul style="list-style-type: none"> ○ 28 BW/CC, 28 BW/CV ○ 28 OG/CC, 28 MXG/CC, 28 MSG/CC, 28 MDG/CC ○ 28 BW/SE, 28 BW/CP ○ SOF ○ Top-3 ○ RAPCON ○ Tower ○ Fire Department ○ Weather, and any other desired support personnel will be included. • Command Post will direct the frequency change to the commander's net. Switch to "CC PRI" on the LMR when directed and answer "Foxtrot" when polled.
c.	BRIEF IFE DATA	<ul style="list-style-type: none"> • CP should say "Foxtrot, you have the narrative". • Ensure all IFE data is briefed to participants. Include: <ul style="list-style-type: none"> ○ Call sign ○ Nature of emergency ○ Location ○ Fuel remaining ○ Planned recovery ○ Landing data (planned GW for landing) ○ Checklist items completed ○ Runway status ○ WX • <u>When appropriate</u>, begin a narrative description of aircraft landing starting at ten miles and ending at IFE termination.

7. CONFERENCE HOTEL

These 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 inflight emergency. After consulting with 28 OG/CC, initiate the "CONFERENCE HOTEL"

a.	GET OG/CC APPROVAL	<ul style="list-style-type: none"> Advise OG/CC of Conference Hotel recommendation. If approved, continue with checklist
b.	CALL BOEING RAMC	BOEING Reliability and Maintainability Center (RAMC), Tinker AFB, OK Primary: 1-800-596-2951 (24 hrs) COM: (405) 610-3428 POC: Mr. Wilson Scott (wilson.a.scott@boeing.com) or Wilson.scott.ctr@tinker.af.mil) directly (405) 203-2961
c.	INDICATE CONFERENCE HOTEL INITIATION	<ul style="list-style-type: none"> Indicate you are initiating an <u>actual</u> CONFERENCE HOTEL call for an inflight emergency. Give your name, telephone number, base, type aircraft. Nature of the problem. <u>In all cases stress that the problem involves an AIRBORNE EMERGENCY</u> and technical assistance is required. Determine how much time is available to help the aircrew (fuel, weather, etc)

8. AIRCRAFT DIVERT		
a.	CONTACT WX	<ul style="list-style-type: none"> Update weather for divert bases and route of flight
b.	DETERMINE DIVERT BASE	<ul style="list-style-type: none"> Consider : <ul style="list-style-type: none"> Fuel remaining Aircraft Configuration Weather NOTAMS B-1 maintenance availability Aircrew duty day BWC If fuel/WX permit direct crew to Dyess <p>CALL SIGN DIVERT BASE ETA DIVERT BASE NOTIFIED</p>
c.	NOTIFY OG/CC	<ul style="list-style-type: none"> Brief OG/CC on divert and reason Pass aircrew, aircraft, and divert field info
d.	PASS DIVERT BASE INFO /WEATHER/NOTAMS TO DIVERTING AIRCRAFT	<ul style="list-style-type: none"> Recommend aircrew monitor CP HF frequencies to receive any updates while enroute
e.	ADVISE 28 BW/CP OF DIVERT	<ul style="list-style-type: none"> Provide command post the call sign/ tail number/ time of divert/ divert base
f.	CONTACT DIVERT CP OR AM OPS	<ul style="list-style-type: none"> Advise divert CP of divert, confirm airfield suitability, pass call sign/ tail number/ type acft/ ETA / contact info for Ellsworth CP / Classified info on board / number and type of wpns on board
g.	CONTACT DIVERT WX SHOP	<ul style="list-style-type: none"> Get update on ETA WX – if weather is poor, ensure 28 BW/CP contacts aircrew on HF with weather updates
h.	CONTACT DIVERT SOF (if able)	<ul style="list-style-type: none"> Pass info to divert field SOF Inform divert SOF if an IFE is expected
i.	NOTIFY SQDN TOP 3	<ul style="list-style-type: none"> Contact Top-3 to advise of divert and reason, ETA, aircrew needs

9. RUNWAY CLOSURE		
a.	CONTACT LOCAL AIRCRAFT	<ul style="list-style-type: none">• Inform local aircraft of closure and anticipated duration
b.	MONITOR A/C LOW APPROACHES	<ul style="list-style-type: none">• If closure not due to IFE/FOD, monitor low approaches and restricted low approaches (Heavy aircraft = 1000'AGL/4300'MSL, other aircraft = 3800'MSL IAW AFI 11-250)
c.	RUNWAY SWEEP COMPLETED	<ul style="list-style-type: none">• Confirm through AM Ops that runway sweep is conducted, if required. SOF can waive post-IFE airfield sweeps (per 11-250) on a case-by-case basis.

10. WEATHER RECALL (LOCAL AIRCRAFT):		
a.	CONTACT WX	<ul style="list-style-type: none"> • Get updated WX brief of the airfield and alternates • Consider duration of WX condition
b.	NOTIFY OG/CC	<ul style="list-style-type: none"> • Advise OG/CC of WX potential, duration, severity • Pass info on: <ul style="list-style-type: none"> ○ current airfield status/RCR ○ WX trends ○ Airborne aircraft location / expected or known fuel state • The OG/CC approval is required to land jets with Thunderstorms between 5-10NM from field. WX cannot be producing hazardous effects in approach/landing corridor or be on the field (IAW 11-202V3)
c.	RECALL AIRCRAFT	<ul style="list-style-type: none"> • Contact MOA/RANGE controllers to pass info • Coordinate with Tower Watch Sup to make weather recall on GUARD
d.	DETERMINE BEST RUNWAY	<ul style="list-style-type: none"> • If runway is wet, and winds are light consider changing active runway to 31 to take advantage of upslope for heavy returning aircraft • Coordinate with Tower Watch Sup to change runway
e.	PASS INFO TO AIRCREW	<ul style="list-style-type: none"> • Pass WX and airfield status to returning aircraft
f.	MONITOR WX TRENDS	<ul style="list-style-type: none"> • Continuously monitor (visually), WX trends • Contact weather shop frequently to develop picture of trends
g.	DIVERT AIRCRAFT (as required)	<ul style="list-style-type: none"> • SEE AIRCRAFT DIVERT CHECKLIST
h.	NOTIFY OG/CC	<ul style="list-style-type: none"> • Notify OG/CC after all jets returned or diverted

11. ANTI-HIJACK

Verbal clues of a possible hijacking include: aircraft call sign followed by the word "TRIP," as well as in-the-clear advisories by the aircrew.

a.	NOTIFYBDOC and CP	<ul style="list-style-type: none"> • Notify BDOC of suspected hijacking • Notify CP of suspected hijacking <ul style="list-style-type: none"> ○ Provide tail number ○ Location ○ General situation ○ If necessary, use Hotline Button labeled "SFS" on the GRC-171, or dial 385-4001 to contact SFS personnel
b.	NOTIFY OG/CC	<ul style="list-style-type: none"> • Notify OG/CC of situation including call sign, tail number, aircrew, location of aircraft
c.	MONITOR UHF COMMUNICATIONS	<ul style="list-style-type: none"> • Continue to monitor UHF communications for further information. Tower may ask the aircraft to "verify squawking 7500" to confirm a hijacking. If the aircraft does not respond to this inquiry, then no further questions should be asked of the aircrew. • Reference FIH for further actions

12. OVERDUE AIRCRAFT (COMM) SEARCH

	GUIDANCE	As a rule of thumb if an aircraft is 30 minutes past the scheduled or rolexed land time (mx, wx, ops delays) begin looking for the aircraft via all available means. Take into account enroute weather that may be causing the delay.
a.	CONTACT TOP-3	<ul style="list-style-type: none"> Find out if TOP-3 has status of overdue aircraft (if no, next step)
b.	COORDINATE WITH TOWER WATCH SUP	<ul style="list-style-type: none"> Coord with tower personnel to contact ATC agencies to determine location
c.	CONTACT MOA/RANGE PERSONNEL	<ul style="list-style-type: none"> Contact agencies with scheduled activity to determine arrival/departure from local area
d.	CONTACT OG/CC	<ul style="list-style-type: none"> Advise OG/CC of overdue aircraft
e.	CONTACT CP	<ul style="list-style-type: none"> Find out if CP has status of overdue a/c (if no, next step)
f.	NOTIFY CP	<ul style="list-style-type: none"> If status of aircraft is undetermined, notify CP of overdue aircraft
g.	MONITOR UHF FREQ	
h.	UPDATE CP , OG/CC	<ul style="list-style-type: none"> Notify CP and OG/CC of changes

13. CONTROLLED EJECTION		
a.	DIRECT CREW TO HOLD (if able)	<ul style="list-style-type: none"> • Allow time for crash and rescue agencies to be "on station" for recovery
b.	CONTACT OG/CC	<ul style="list-style-type: none"> • Notify of impending ejection • Provide call sign, tail number, aircrew names, location
c.	CONTACT CP	<ul style="list-style-type: none"> • Notify CP of impending ejection • Ensure CP contacts appropriate base/local area response team <ul style="list-style-type: none"> ○ Pass crew details ○ Location/Alt/Direction/Airspeed of ejection
d.	BACKUP CHECKLIST ITEMS	<ul style="list-style-type: none"> • Refer to 1B-1B-1, IFG, and AFI 11-250 for checklist and local area information • Ensure all checklist items are reviewed • Ensure crew has discussed ejection sequence and ground recovery plan
e.	CLEAR BAILOUT AREA	<ul style="list-style-type: none"> • Have crew clear bailout area visually (VMC), or via radar (IMC)
f.	DETERMINE LOCATION	<ul style="list-style-type: none"> • If crew has ejected, assess approximate location • If crew has not yet ejected, direct them to the local bailout area RAP359/032 outbound (N44 40 W102 58)
g.	INITIATE ALPHA CONFERENCE	<ul style="list-style-type: none"> • If time permits initiate Alpha Conference (SEE CHECKLIST)
h.	ASSIGN AIRBORNE ON- SCENE COMMANDER (if available)	<ul style="list-style-type: none"> • If another aircraft is airborne with sufficient fuel state, designate them as the on-scene commander (OSC) until ground responders arrive. • Pass aircraft and location details • If local aircraft, then refer them to IFG for OSC checklist
i.	MONITOR UHF GUARD	<ul style="list-style-type: none"> • Monitor for emergency locator beacon (ELT), and inform CP (as applicable)
j.	ASSUME C2 RELAY TO CP	<ul style="list-style-type: none"> • Relay info from OSC to CP and OG/CC

14. HUNG ORDNANCE		
a.	COORD W/ CP	<ul style="list-style-type: none"> • Ensure CP notifies weapons/safety/munitions/flightline notified
b.	NOTIFY OG/CC	<ul style="list-style-type: none"> • Provide call sign, tail number, weapons qty/type, ETA, active runway
c.	ENSURE CREW DECLARES IFE	<ul style="list-style-type: none"> • IFE required for all hung weapons • Refer to QRC Aircraft Emergency checklist
d.	BACKUP CREW IN CHECKLIST	<ul style="list-style-type: none"> • Ensure checklist completed • Review IFG, Hung Stores guidance
e.	GET SITREP FROM AIRCREW	<ul style="list-style-type: none"> • Confirm: <ul style="list-style-type: none"> ○ Checklist items completed ○ Fuel remaining ○ Recovery Plan ○ Hung weapon type/station
f.	DIRECT LOW FUEL AIRCRAFT TO LAND	<ul style="list-style-type: none"> • Anticipate runway operations suspension • Recover aircraft low on fuel (if applicable)
g.	NOTIFY LOCAL AIRCRAFT OF RUNWAY SUSPENSION	<ul style="list-style-type: none"> • If winds allow, then consider using RWY 31
h.	MONITOR LANDING	<ul style="list-style-type: none"> • Ensure bay doors stay closed and no FOD
i.	DIRECT AIRCRAFT TO HUNG ORD AREA	<ul style="list-style-type: none"> • North hammerhead is primary location, back-taxi if required • Taxiway Foxtrot secondary location • If landing RWY 13 with inert weapons, aircrew can remain in south hammerhead. If live weapons are on board back taxi to north hammerhead.
j.	ENSURE WITHDRAWAL DISTANCE MET	<ul style="list-style-type: none"> • Ensure aircrew (except AC) outside 4000 ft cordon (80 row if aircraft in hammerhead) prior to MX opening weapons bays
k.	RUNWAY SWEEP ACCOMPLISHED	<ul style="list-style-type: none"> • After aircraft is safed, contact AM Ops for runway sweep (if applicable)

15. WEAPON JETTISON		
a.	DIRECT AIRCREW TO JETTISON AREA	<ul style="list-style-type: none">• RCA 359/032, outbound above 4000' AGL
b.	OBTAIN WEAPON DETAILS	<ul style="list-style-type: none">• Reason for Jettison• Number of Weapons• Type of Weapons• Live/inert
c.	HAVE CREW CLEAR JETTISON AREA	<ul style="list-style-type: none">• Visually or radar (IMC)
d.	ENSURE CREW HAS RUN ALL CHECKLISTS	<ul style="list-style-type: none">• Backup checklist items and review AFI 11-250 EAFB Sup and IFG procedures
e.	NOTIFY CP	<ul style="list-style-type: none">• Notify Command Post of impending jettison
f.	NOTIFY THE OG/CC	<ul style="list-style-type: none">• Initiate Alpha Conference if required

16. BIRD AND WILDLIFE HAZARDS

Foxtrot must monitor the local area for bird and wildlife hazards. Use available means during limited visibility and night operations to evaluate the bird status including safety and airfield management personnel to conduct airfield sweeps, include the golf course and holding ponds around the runway.

BIRDS

a.	ADVISE AIRCREW IN PATTERN	<ul style="list-style-type: none"> • Coord with Tower Watch Sup – Tower is trained to advise aircrew • Use 311.0 as a backup
b.	NOTIFY AM OPS/ SAFETY OF WILDLIFE ACTIVITY	<ul style="list-style-type: none"> • Instruct AM ops to clear runway environment
c.	CHANGE BIRD CONDITION	<ul style="list-style-type: none"> • Coord with Tower and AM ops to change bird watch condition (BWC). <ul style="list-style-type: none"> ○ (Ref 28 BW BASH Plan, 1 Sep 09) • <u>BWC - SEVERE.</u> Heavy concentration of birds on or immediately above the active runway or other specific locations representing an immediate hazard to safe flying operations. Supervisors and aircrews must thoroughly evaluate mission need before conducting operations in areas under Condition SEVERE. For example: 20-40 small starling size birds congregating on approach may warrant Condition SEVERE. A smaller (4-10) group of duck or goose size birds may also constitute Condition SEVERE. <ul style="list-style-type: none"> ▪ NO takeoffs/landings/approaches without OG approval • <u>BWC - MODERATE.</u> Concentrations of birds observable in locations that represent a probable hazard to safe flying operations. This condition requires increased vigilance by all agencies and supervisors and caution by aircrews. For example: 10-30 small birds on the airfield environment, but not near the runway or approach/departure paths may constitute Condition MODERATE. Similarly, one or two hawk-size birds or other predators flying near runway may constitute Bird Watch Condition MODERATE. <ul style="list-style-type: none"> ▪ <u>If bird activity is not in arrival corridor, then one approach to a full stop is authorized. No formation wing takeoffs or wing landings (fighter maneuver). OG/CC approval required for multiple approaches and SOF will provide updated BWC prior to each approach (prior to FAF)</u> ▪ <u>Takeoffs are permitted if bird activity is not in the departure corridor</u> • <u>BWC - LOW.</u> Normal bird activity on and above the airfield with a low probability of hazard. <ul style="list-style-type: none"> ▪ No restrictions to local flying.
d.	NOTIFY SQDN TOP-3	<ul style="list-style-type: none"> • Coordinate approval for multiple approaches (as required) if in Bird MOD
e.	NOTIFY OG/CC	<ul style="list-style-type: none"> • Notify OG/CC of bird condition change • Coordinate approval for takeoff/landing approval if in Bird SEVERE
f.	FILL OUT SIGHTING /SURVEY SHEET	<ul style="list-style-type: none"> • Located in the back of the QRC • Return it to base operations at the end of your shift. • Review EAFBPAM 91-212 if there are any questions
		Continued on next page

g.	CONTINUE TO MONITOR BIRD ACTIVITY	<ul style="list-style-type: none"> Elevate/Downgrade as required Notify OG/CC if status changes
h.	ELEVATE BIRD CONDITION (as required)	<ul style="list-style-type: none"> Re-start at item a.
i.	DOWNGRADE BIRD CONDITION (as required)	<ul style="list-style-type: none"> Coordinate with tower and AM OPS Notify OG/CC
j.	NOTIFY SQDN TOP-3 AND AIRCREW	<ul style="list-style-type: none"> Contacting aircrew primarily towers job. Contact crews on 311.0 if necessary.
k.	NOTIFY OG/CC	<ul style="list-style-type: none"> Notify OG/CC of BWC change
l.	NOTIFY CP	<ul style="list-style-type: none"> Notify CP of BWC change
GROUND WILDLIFE		
m.	SUSPEND RUNWAY OPS (If required)	<ul style="list-style-type: none"> Coord with tower to suspend runway ops if wildlife poses danger to landing/departing aircraft
n.	ADVISE AIRCREW	<ul style="list-style-type: none"> Coord with Tower Watch Sup – Tower is trained to advise aircrew Use 311.0 as a backup
o.	NOTIFY AM OPS/ SAFETY OF WILDLIFE ACTIVITY	<ul style="list-style-type: none"> Have AM ops clear runway environment
p.	NOTIFY OG/CC	<ul style="list-style-type: none"> Notify OG/CC of suspended runway ops
q.	CONTINUE TO MONITOR WILDLIFE ACTIVITY	
r.	ACTIVATE RUNWAY OPS	<ul style="list-style-type: none"> Work with the tower watch sup to activate runway ops when no hazard exists
s.	ADVISE AIRCREW OF RUNWAY OPENING	
t.	FILL OUT SIGHTING /SURVEY SHEET	<ul style="list-style-type: none"> Located in the back of the QRC Return it to base operations at the end of your shift. Review EAFBPAM 91-212 if there are any questions
u.	NOTIFY OG/CC	<ul style="list-style-type: none"> Notify of resumption of runway ops

17. HYDRAZINE SPILL/EXPOSURE (TRANSIENT F-16s)

Hydrazine is a toxic liquid (30% hydrazine chemical and 70% water) used in the F-16 emergency power unit. It is highly toxic and can be lethal. Hydrazine is contained in the emergency power unit (EPU) on the left side under the wing. An ammonia scent is the primary warning of a hydrazine leak other than visually spotting a leak.

a.	DECLARE EMERGENCY	<ul style="list-style-type: none"> • If aircrew does not declare emergency, declare one for them.
b.	PARK AIRCRAFT IN THE HAZARDOUS CARGO AREA IF NECESSARY	<ul style="list-style-type: none"> • Direct the aircraft to the hazardous cargo area, unless movement would widen the spill area. • Taxiway Delta West – Primary • Contact AM OPS to confirm desired location
c.	EVACUATE AREA	<ul style="list-style-type: none"> • Work with tower to evacuate area • Use 311.0 or squadron aux freqs to evacuate aircrew on airfield • Withdrawal distance is minimum 1000'
d.	CONTACT BASE AGENCIES	<ul style="list-style-type: none"> • Ensure CP contacts the Following: <ul style="list-style-type: none"> ○ AM OPS ○ SAFETY ○ FIRE DEPARTMENT – for response ○ BIO ENVIRONMENTAL – for response ○ MOC – to withdraw MX personnel • Determine the on scene commander
e.	CONTACT HOSPITAL (as required)	<ul style="list-style-type: none"> • Ensure CP contacts Base Hospital • In the event personnel are exposed. <ul style="list-style-type: none"> ○ Contact with eyes or skin: Avoid contact with the contaminated individual. Wash the affected area with water until medical aid arrives and have the individual remove clothing.
f.	NOTIFY OG/CC	<ul style="list-style-type: none"> • Pass details and on-scene commander information
g.	AWAIT CLEARANCE FROM THE ON-SCENE COMMANDER	<ul style="list-style-type: none"> • Get further clearance/direction from the on-scene commander

18. HOT BRAKES

The north and south hammerheads are designated as specific inspection areas for aircraft with hot brakes. Aircrew will declare an emergency if brake temp exceeds 800° or if temperatures are rising rapidly through 750°, or if thermal fuse plugs release. Note: Chocks and fire bottles are located in hammerheads.

- HIGHEST TEMP <600°F
 - Normal taxi operation are permitted. Refer to MAXIMUM BRAKE TEMPS FOR TAKEOFF before attempting takeoffs.
- HIGHEST TEMP 600° - 899°F
 - If Brake Temp light illuminates, do not set the parking brakes or apply heavy brake pressure. Taxiing to the hot brake area is permitted
- HIGHEST TEMP ≥900°F
 - Do not taxi if thermal fuse plugs release, any CITS probe temperatures indications exceed 900°F, or probe temperature cannot be monitored on CITS, egress aircraft.

HOT BRAKES EXPECTED (CREW AIRBORNE)

a.	NOTIFY MOC	<ul style="list-style-type: none"> • Coordinate to have MX personnel ready to chock jet if hot brakes are expected upon landing.
b.	RUNWAY CHANGE TO 31	<ul style="list-style-type: none"> • With tailwind <5 knots consider a runway change to RWY 31 (upsloping) • Coord with tower to change active runway
c.	DIRECT CREW ON LANDING PROCEDURE	<ul style="list-style-type: none"> • Rollout full length of runway, exit, stop in the hammerhead • If dragging brake suspected, then have aircraft stop on runway. After checked by fire department, then may taxi clear if brakes ≤899°F
d.	DECLARE EMERGENCY	<ul style="list-style-type: none"> • Crews will declare emergency for hot brake or expected hot brake situation • Coordinate with tower to notify emergency response agencies.

HOT BRAKES EXPECTED/ACTUAL (ON GROUND)

e.	DIRECT CREW TO HOLD IN HAMMERHEAD / OR CURRENT POSITION	<ul style="list-style-type: none"> • If temps less than 900° and or dragging break is suspected direct aircraft to stop and hold position • Ensure aircrew does not set brakes
f.	CONFIRM BRAKE TEMPS WITH CREW	<ul style="list-style-type: none"> • Have aircrew update you with brake temps
g.	NOTIFY MOC	<ul style="list-style-type: none"> • Request MX support to chock aircraft, shoot brake temps with temp gun
h.	DECLARE EMERGENCY, AS REQUIRED	<ul style="list-style-type: none"> • Crews (or SOF) should declare emergency if brake temp exceeds 800° or if temperatures are rising rapidly through 750°, or if thermal fuse plugs release. Crews will egress if thermal fuse plugs release.

If aircrew need to chock jet before MX or Fire Department respond, chocks are located in the hammerhead

i.	DEPLOY HALON FIRE BOTTLES (If in SOF truck)	<ul style="list-style-type: none"> • Consider using halon fire bottles in the brake area if fire ensues and fire department/MX have not responded • Halon firebottles are located in hammerheads
j.	NOTIFY OG/CC	
k.	NOTIFY TOP-3	

19. AIRCRAFT CRASH		
a.	DECLARE EMERGENCY	<ul style="list-style-type: none"> • Coordinate with tower to alert crash net
b.	NOTIFY CP	<ul style="list-style-type: none"> • Relay location, if known
c.	STOP ALL LAUNCHES	<ul style="list-style-type: none"> • Hold or return aircraft to start location (as required)
d.	ASSIST FIRE DEPARTMENT, IF NECESSARY	
e.	HOLD/DIVERT/RECALL LOCAL AIRCRAFT, AS REQUIRED	<ul style="list-style-type: none"> • Refer to aircraft divert/recall checklist
f.	NOTIFY OG/CC	<ul style="list-style-type: none"> • Provide crew/situation details to OG/CC • Inform OG/CC on the status of aircrew • Use discretion if relaying info over non-secured LMR net, or frequency <ul style="list-style-type: none"> ○ Don't relay names over non-secure net • Coordinate with OG/CC to land/divert airborne aircraft <ul style="list-style-type: none"> ○ Consider location of crash/conditions (day/night) responding personnel/vehicles and their proximity and/or potential distraction to landing aircraft.
g.	MONITOR UHF	<ul style="list-style-type: none"> • Listen for ELT/radio calls from mishap aircrew • Relay information to CP
h.	NOTIFY TOP-3	<ul style="list-style-type: none"> • Keep TOP-3 informed of aircrew status, if known

20. GLOBAL HAWK EMERGENCY DIVERT PROCEDURES

EAFB is an emergency landing site for GLOBAL HAWK transient flights and could be used in event of an emergency divert. The decision to use Ellsworth AFB will be followed by a call to the TOWER from the GLOBAL HAWK crew (base ops and CP may not be notified). Tower and/or RAPCON may be the first to know a GLOBAL HAWK is arriving when it shows on RADAR.

a.	OBTAIN IFE DIVERT DATA	<ul style="list-style-type: none"> • Determine ETA • Active Runway • Departures and arrivals +/- 30 min of Global Hawk ETA • Planned Recovery • Post Flight Plan (Coordinate with the GH crew)
b.	ADVISE TWR WATCH SUP	<ul style="list-style-type: none"> • Inform tower watch sup of the impacted local flying
c.	REVIEW GH DIVERT GUIDANCE	<ul style="list-style-type: none"> • Reference the SOF read file
d.	NOTIFY OG/CC	<ul style="list-style-type: none"> • Contact OG/CC and Top3 (when able) and pass arrival data and recovery plan (above).
e.	EMERGENCY RESPONSE UNITS NOTIFIED	<ul style="list-style-type: none"> • Confirm tower started the crash net • Fire department and crash response teams in place
f.	NOTIFY LOCAL AIRCRAFT	<ul style="list-style-type: none"> • Ensure local aircraft are aware of impending runway operations suspension • Launch or recover aircraft as appropriate <ul style="list-style-type: none"> ○ Local pattern work should be terminated and the AC directed to land or leave the local area. • De-conflict the pattern – do not hold aircraft at the IAF of either runway, the GH may use this area as a descent area (recommend PRT). Ensure tower and RAPCON are aware of this potential.
g.	RECOVER OTHER AIRCRAFT (as required)	<ul style="list-style-type: none"> • Determine the need to recover other aircraft (try to get the other aircraft on the deck NLT 30 min prior to GH ETA). This may not be possible due to the nature of the EP – coordinate with the GH crew to allow a manned aircraft EP to land first. • Consider: <ul style="list-style-type: none"> ○ Fuel state ○ Weather ○ Nature of emergency ○ Other emergency aircraft inbound or holding ○ Expected runway operations suspension
h.	MONITOR THE EP GROUND OPS	<ul style="list-style-type: none"> • If the engine is running, a radiation hazard exists and personnel should not be near the aircraft. Emergency responders have the applicable procedures and precautions to follow. • The aircraft will have to be towed, ensure Air Field Management (not MX) is coordinating for the tow.
i.	IF THE GH CRASHES/DEPARTS THE RUNWAY	<ul style="list-style-type: none"> • Run the Aircraft Crash QRC section 19 of this document. • Notify OG/CC and Top 3 immediately • Begin preparations for divers if aircraft are airborne
j.	EXECUTE A FOD SWEEP	<ul style="list-style-type: none"> • Ensure the runway is ready to resume operations ASAP.
k.	NOTIFY OG/CC OF IFE TERMINATION	<ul style="list-style-type: none"> • Notify OG/CC, Top-3, and CP of IFE termination.

I.	QUICK REFERENCE NUMBERS	Name	Office	Phone
		12 RS/ Global Hawk Ops Center (GHOC)	12 RS GHOC	DSN 368-1643/1644, (530) 634-1643/1644
		12 RS Commander	12 RS/CC	DSN 368-5002, (530) 634-5002
		12 RS Director of Operations	12RS/DO	DSN 368-0597, (530) 634-0597
		12 RS RSOP	12RS/OSFR	DSN 368-9113, (530) 634-9113
		9 RW Command Post	9RW/CP	DSN 368-5700, (530) 634-5700
		9 OG Commander	9OG/CC	DSN 368-9366, (530) 634-9366
		9 RW/Commander	9RW/CC	DSN 368-2692, (530) 634-2693
21. AIRCRAFT DISPERSAL				
a.	COORDINATE WITH OG/CC	<ul style="list-style-type: none"> Coordinate with the OG/CC and OSS/CC if aircraft dispersal is required. 		

22. SOF CRITIQUE FORM**SUPERVISOR OF FLYING CRITIQUE**

MEMORANDUM FOR SOF PROGRAM MANAGER

SUBJECT: End -Of-Tour Critique

FROM: _____ / _____

(Supervisor of Flying)

(Date)

Please record anything significant or out of the ordinary you observed during your SOF tour. Did you observe anything you think the OG/CC needs to know about? (I.e., Anything you want the OG/CC to know about that you have not already discussed with him.) Please list any problems or comments regarding Command Post or ATC. Does any SOF equipment need to be bought, fixed, or replaced?
Critique/Discrepancy:

Comments:

Recommendations:

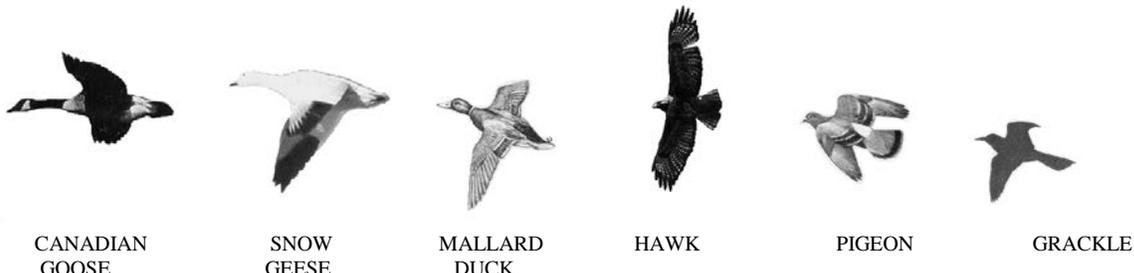
Routing:

Wing SOF OPR/ OG/OGV/ OG/CD/ OG/CC/ OG/OGV

Action/Response:

23. BIRD/WILDLIFE OBSERVATION SHEET

BIRD SIGHTING/SURVEY SHEETS (REF BWASH PLAN Sep 2009)



OBSERVATION	1	2	3	4	5
DATE					
TIME					
SPECIES (size if unknown)					
APPROXIMATE NUMBER					
LOCATION ON THE AIRFIELD					
BIRD ACTIVITY					
POSSIBLE ATTRACTANTS					
WEATHER					
BIRD WATCH CONDITION					

Use **Bird Watch Condition Codes** for rapid communications to disseminate bird activity information and implement unit operational procedures. Bird locations should be given along with the condition code.

Condition SEVERE: Heavy concentration of birds on or immediately above the active runway or other specific locations that represent an immediate hazard to safe flying operations. 20-40 small starling size birds congregating on approach may warrant Condition SEVERE. A smaller (4-10) group of duck or geese may also be Condition SEVERE. Bird Watch Condition **MODERATE.** Concentrations of birds observable in locations which represent a probable hazard to safe flying operations. 10-30 small birds on the airfield environment, but not near the runway or approach/departure paths may constitute Condition MODERATE. Similarly, one or two predator (hawk) size birds flying near the runway may constitute Condition MODERATE.

Bird Watch Condition SEVERE

When bird activity on or near the airfield is SEVERE: Do not take off during Bird Watch Condition SEVERE without 28 OG/CC approval. If the location and numbers of birds will allow a safe takeoff using special precautions (such as taking off from a different runway), Foxtrot will obtain permission from the 28 OG/CC for the aircrew to takeoff. Do not land except for emergency aircraft or if required by fuel to full stop (28 OG/CC approval also required).

Bird Watch Condition MODERATE

No formation wing takeoffs or wing landings. All missions will terminate with only one approach to a full stop. Takeoffs and multiple approaches will be allowed only with OG/CC approval. Pilots will be particularly cognizant of bird activity when on final approach and will initiate a go-around immediately if a bird strike is imminent.

Bird Watch Condition LOW.

Normal bird activity on and above the airfield with a low probability of hazard. Changing the Current Bird Watch Condition Code. At Ellsworth AFB, the primary initiator for upgrading or downgrading a Bird Watch Condition code lies with Foxtrot. When the SOF is not available or judgment dictates, The Airfield Manager, the Airfield Operations Flight Commander, or the control tower may recommend a change in the Bird Watch Condition code. In all cases recommendations will be forwarded to Base Operations. Base Operations in turn notifies the 28 OG/CC. All changes in the Bird Watch Condition codes are subject to 28 OG/CC approval.

WILDLIFE SIGHTING AND SURVEY SHEET



MULE DEER



WHITETAIL DEER



COYOTE

OBSERVATION	1	2	3	4	5
DATE					
TIME					
SPECIES					
APPROXIMATE NIMBER					
LOCATION ON THE AIRFIELD					
ACTIVITY (loafing, feeding, walking, etc.)					
POSSIBLE ATTRACTANTS					
WEATHER					

**** NOTE:** Since no White Tail Deer have ever been reported on the EAFB flightline, if you're not sure what kind of deer you saw, a good guess would be a Mule Deer. If deer or other wildlife pose an immediate threat to airborne aircraft, contact the Tower (385-6245) immediately!!!

Otherwise, contact Airfield Management (385-1052) or Wing Flight Safety (385-2599) to herd the wildlife off the Airfield.

24. SOF TELEPHONE CONTACT REFERENCE

CONTRACTOR/DEPOT TELEPHONE NUMBERS		
OFFICE	DSN	COMMERCIAL
BOEING Reliability and Maintainability Center (RAMC)	336-3334	Commercial: (405) 869-6050
Local Contractor Representatives: GE Engines Rep	675-1143	385-1143 (office)
Local Contractor Representatives: Boeing Rep		923-5451 (office)
SOF (REGIONAL) TELEPHONE NUMBERS		
BASE	DSN	COMMERCIAL
Ellsworth	675-1120	(605) 431-2987
Dyess	461-4684	(325) 668-4048
Minot	453-1202	(701) 833-8794
Grand Forks (Executor)	362-5858	(701) 741-2925
Offutt	271-5344	(402) 639-4985
Hill	777-0020/2909	
Mountain Home	728-3841	
McConnell (Executor)	743-3250	(316) 617-5783
LOCAL FAA / FSS / ATC TELEPHONE NUMBERS		
OFFICE / AGENCY		COMMERCIAL
Local FAA		(605) 393-1359
Denver Center		(303) 651-4255/4247
Huron FSS		(605) 352-7223
Ellsworth Approach Control:		385-6199/4384
Ellsworth Tower:		385-1121/6245
Rapid Regional Tower:		393-1161
OTHER NUMBERS		
OFFICE/AGENCY	DSN	CELL/COMMERCIAL
28 BW/CC	2801	431-3001
28 BW/CV	2801	431-3002
28 OG/CC	4425	431-3020
28 OG/CD	4426	431-3021
37 BS/CC	1998	431-3037
37 BS/DO	4924	
37 BS OPS DESK	1213	
37 BS SCHED	6662	
34 BS/CC	4633	431-3034
34 BS/DO	4564	
34 BS OPS DESK	4711	
34 BS SCHED	1887	
28 OSS/CC	2972	431-2972
28 OSS/DO	5053	
28 OSS/ASCO	1578	381-7021
432 ATKS/CC	4858	381-5682
COMMAND POST	3800	
SAFETY	7233	Flight Safety 431-2923 Chief 431-3009
AM OPS	1052	
WX	1042	
FLT SURGEON	3663	
MOC	4879	

MUNS CTRL	1880
TRANS	2907
BILLETING	2844
DYESS SOF	461-4684/2523(tower sup)
DYESS CP	461-1921
77 WS (SLAM OPS)	461-8000/8110
28 BS (HAWK OPS)	461-2828
9 BS (BAT OPS)	461-7453/1
337 TES	461-8000/8110

AERIAL REFUELING UNITS

BASE	CALL SIGN	DSN
Macdill Fl		968-9629
Robins Ga		497-3158
McConnell Ks	TURBO	743-3115/3116 (LR-3117)
Travis Ca	SIERRA (KC-10)	837-7151/7156
Fairchild Wa	EARL, COUNT	657-2165/2174 (LR-2196)
Altus Ok	JEST	866-6330/5684
Bangor Me		698-7323
Niagara Falls NY		238-2555
McGuire NJ	HOSER, ROCCO, JERSEY	440-6131/3013
Birmingham Al		778-2423
Rickenbacker Oh	SLUFF, TAZ	950-4661/3246/3247
Chicago Il	HAPPY	930-6971/6972
Milwaukee Wi	UPSET	580-8101
McGhee Tyson Tn	SODA	266-4390
Fairchild Wa	EXPO	657-7118/7156
Salt Lake Ut	UTAH	924-9277/9275/9273
Lincoln Ne	HUSKER	946-1270/1271
Pease NH	PACK	852-3482
Phoenix Az		853-9030/9957
March Ca	GRIZZLY	947-3422
Pittsburgh Pa		277-7379
Key Field Ms		778-9298
Forbes Ks	TEMPO	720-4682
McGuire NJ		440-6961
Grand Forks	RAID	362-5858/ (LR-6381)
Travis Ca		837-7010/0961
Mountain Home Id	ASPEN	728-4147
Grissom In		928-2958
March Ca	RATS	947-2125
Tinker Ok	OKIE	884-2117
McGuire NJ		440-6930
Seymour-Johnson		488-2982
Selfridge	PISTON	273-4341
McConnell Ks		743-4594
Biel CA	DARR	368-1634

ARTCC

FAA CENTER	DSN or COMM
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Minneapolis	651-463-5588
Salt Lake	801-320-2560
Los Angeles	640-1290
Albuquerque	245-1591
Denver	887-1104
Oakland	730-1595
Oakland Oceanic	Comm (510) 745-3342

FIGHTER UNITS

UNIT (MDS)	DSN
Great Falls (120 FG - F-16)	279-2292
Sioux Falls (114 FW - F-16)	939-7734
Sioux City IA (185 FG - F-16)	939-6213
Des Moines IA (132FW - F-16)	939-8257
Norseman LFE @ Volk	946-3443
Buckley (120 FS - F-16)	877-9482/9471
466 th Reserve	777-2265
Boise ANG (190 th FS - A-10s)	422-5310/5802/
33 FW Eglin (F-15C)	875-4318/4320
34 th FS Hill AFB	777-3247/2403
4 th FS Hill AFB	777-3026
419 th RFS Hill AFB	777-2265
421 st FS Hill AFB	777-2636
Madison WI (115 th FW - F-16)	724-8512
Duluth MN (148 th FW - F-16)	825-7268

AIRSPACE/RANGES

AIRSPACE	DSN
Belle Fouche	5-2241/2242/1231sked
Fallon Ops	890-2473
Fallon Range	890-2416/2418
Hardwood (Airspace)	946-3445
Hardwood (Fax)	946-3266
Hardwood (Range)	946-3555
Harrison	1-800-308-9028
Hays (Malmstrom)	279-2192
La Junta	834-4125
McClellan Global	839-5000
Saylor (Ew Range)	728-6069
Saylor (Range)	728-2422
Saylor (Toss)	728-6015
Saylor (Sched)	728-2172
UTTR (Clover)	777-7575
UTTR (Daily)	777-9386/4964
UTTR (Gr Peak)	789-5741/42
UTTR (Range)	777-4401
UTTR (Toss)	789-5345
Avon Park Ops	968-7138
Nellis Range	348-4710/4893
Nellis (Sched)	348-3567
Nellis Confirmation	348-4778
UTTR EOD	7779384

BOMBER SCHEDULING

UNIT	DSN
37 BS	x6662
34 BS	x1887
9 BS Dyess	461-3626/2492/1557
28 BS Dyess	461-2829
5 BW Minot	453-2810 (LR-1980)
2 BW Barksdale	781-5396/5374

Attachment 3

SOF Log

Figure 3.1. Example 28 BW SOF Log.

DATE:	27-Nov-12		AM SOF: CLESSE				AM TOP-3				AM CHARLIE: MEAD	
RWY: 13							34: SHEFFIELD		37:			
RCR: DRY	AIRFIELD STATUS						EQUIPMENT STATUS				ALTERNATE/DIVERT INFORMATION	
BIRD: LOW	TACAN	IN	LIGHTING	IN	VEHICLE	IN	PHONE	IN	PRIMARY: DYESS			
HAZARDS: NONE	ILS	IN	RADAR	IN	UHF RADIO	IN	LMR	IN	SECONDARY:			
	PAPI	IN	TAXIWAY	IN	CELL	IN	LAPTOP	IN				
PRE-MSN (Scheduled Times in LOCAL)						POST-MSN (Scheduled & Actual Times in LOCAL)						
C/S	TAIL	SPOT	FUEL K#	ENG STR	TAXI	T/O	LCL AREA	LND	FUEL K#	SPOT	SORTIE REMARKS	
TH41	91	82	170	0903	0948	S: 0800 A: 0956	S: 1330 A: 1320	S: 1400 A: 1417	50	82	Range time extended till 1900z Code 2: Pilot laptop pwr inop, fuel clg scp light on climbout	
TH42	125	80	165	0730	0835	S: 0800 A: 0844	S: 1330 A: 1220	S: 1400 A: 1259	57	80	CODE 2: SMCS INOP	
TH43	118	85	140			S: 0800 A:	S: 1100 A:	S: 1145 A:			NMC: towed back to hanger (Original Jet)	
UTTR SPARE	134	73	160			S: A:	S: A:	S: A:			NMC: Smoke in Cockpit during fueling, still needs fuel	
TH43 (Spare)	84	81	140	1031	1108	S: 0800 A: 1117	S: 1100 A: 1400	S: 1145 A: 1439	57	81	CODE 1	
						S: A:	S: A:	S: A:				
						S: A:	S: A:	S: A:				
EMERGENCY / INCIDENT / TOUR NARRATIVE												
Fenix 11 - 3xEA18G ops stop Land - 1150L, T/O - 1325L												

Attachment 4

SOF Certification

Figure 4.1. Example 28 OG SOF/ISOF Certification Worksheet.

28 OG SOF CERTIFICATION			
NAME:		RANK:	LAST FOUR:
Authorization for entry into the SOF Upgrade Program:			
SQ/CC signature indicates authorization from 28 OG/CC IAW AFI 11-418 para 14.1.)	SQ/CC SIGNATURE:	DATE:	
EVENT	DATE	INSTRUCTOR	
SOF ACADEMICS (Given by OGV)			
MOBILE SOF INFORMATION KIT REVIEW		SELF-STUDY OF SOF PUBS/CHECKLISTS	
INITIAL WRITTEN EXAM (85%min to pass)		Score:	
BASE OPS/WX/TOWER ORIENTATION			
28 BW/CP ORIENTATION/Readfile Review			
HUNG WPNS PROCEDURES REVIEW			
FLIGHTLINE ORIENTATION			
FLIGHTLINE DRIVER'S LICENSE			
* OG/CC may waive requirements for previously qualified SOFs. * The tours will be accomplished on different days IAW AFI 11-418. *SOF Candidates will act as primary SOF on their second tour and handle an IFE (actual or simulated)			
AM SOF TRAINING TOUR (2hrs min)			
The following items must be reviewed on each tour:			
Operation of SOF equipment/radios	Contact Procedures for aircraft/support agencies	Fam of airfield and travel routes	
Review of pubs/directives available	Mobile SOF Kit Review	Operation of SOF Vehicle	
IFE SCENARIO	ACTUAL <input type="checkbox"/>	Discussion Topics:	
	SIMULATED <input type="checkbox"/>		
EP:	DATE:	INSTRUCTOR:	
PM SOF TRAINING TOUR (2hrs min)			
The following items must be reviewed on each tour:			
Operation of SOF equipment/radios	Contact Procedures for aircraft/support agencies	Fam of airfield and travel routes	
Review of pubs/directives available	Mobile SOF Kit Review	Operation of SOF Vehicle	
IFE SCENARIO	ACTUAL <input type="checkbox"/>	Discussion Topics:	
	SIMULATED <input type="checkbox"/>		
EP:	DATE:	INSTRUCTOR:	
I have interviewed and briefed this individual on responsibilities, my personal philosophy, and expectations. The individual is certified to perform all duties on my behalf as SOF.			
28 OG/CC (or acting commander) SIGNATURE		DATE	
INSTRUCTOR SOF CERTIFICATION			
Individual meets <input type="checkbox"/> does not meet <input type="checkbox"/> requirements of AFI 11-418 EAFB Sup 1 (Individuals that do not meet requirements are waived with signature of 28 OG/CC below)			
SQ/CC Sign:		Date:	
I have interviewed and briefed this individual on responsibilities, my personal philosophy, and expectations. The individual is certified to provide required instruction/training to new SOF candidates.			
28 OG/CC (or acting commander) SIGNATURE		DATE	

Attachment 5

Training Record

Figure 5.1. Example Operations Supervision Nomination and Training Record.

OPERATIONS SUPERVISION NOMINATION AND TRAINING RECORD		
NOMINEE'S NAME (Last, First, Middle Initial)	GRADE	SQUADRON
TRAINING ITEM	DATE	INSTRUCTOR INITIALS
REVIEW OF AFI 11-418 BASIC, EAFB SUPP 1		
OPERATIONS SUPERVISION TOUR #1*		
OPERATIONS SUPERVISION TOUR #2*		
OPERATIONS SUPERVISION CHANGEOVER		
SUPERVISOR OF FLYING QUALIFIED		
SQUADRON COMMANDER INTERVIEW		

NAME AND GRADE OF SQ/CC	SQ/CC SIGNATURE	DATE
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NAME AND GRADE OF OG/CC	OG/CC SIGNATURE	DATE
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** Each tour will include at least one step brief.*

