

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 11-418**



**MOUNTAIN HOME AFB  
Supplement**

**4 JUNE 2012**

**Flying Operations**

**OPERATIONS SUPERVISION**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 366 OG/OGV

Certified by: 366 OG/CC  
(Colonel Christopher S. Sage)

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**AFI 11-418, 15 September 2011, is supplemented as follows.** It establishes the responsibilities, requirements, procedures and training for the supervision of flying operations. This instruction applies to all flying units. This publication does apply to Air National Guard units or the Air Force Reserve Command. Waivers will be granted on a case-by-cased in accordance with AFI 33-360, *Publications and Forms Management*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional's chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

**SUMMARY OF CHANGES**

**This document has been substantially revised and must be completely reviewed.** Major changes include added **Table 2 Mountain Home AFB Supervision Requirements**. Added to paragraph **3.2.2 (Added)** when a SOF is not required and identifies "reduced flying operations." Paragraph **4.3.1.1 (Added)** changes SOF reporting time to "NLT 1.5 hour prior to scheduled takeoff." It also states "it is the responsibility of the SOF to know the first scheduled takeoff"

time for the Wing.” and “Once the opening checklist is complete, the SOF will run the Airfield Inspection Checklist.” Paragraph **4.3.1.3 (Added)** changes SOF reporting time to 45 minutes before the next takeoff during breaks in flying. Paragraph **4.3.10** updates distribution and e-mail list for SOF daily reports; also updates the responsibilities and duties of the squadrons operation desk to keep Patriot Excalibur (PEX) up-to-date when there are changes to the flying schedule. Paragraph **4.5.4 (Added)** updates 366 OSS/OSOS responsibilities to include e-mailing a daily SOF schedule to the SOF e-mail in container; **5.1.6** updates SOF changeover responsibilities during an emergency to read “At no time during an IFE will there be a SOF changeover. The oncoming SOF will assist the current SOF until the emergency is terminated.” During inclement weather days, paragraph **6.2.3** clarifies “SOF reporting time to the ATC tower no later than (NLT) 2 hours prior to first takeoff with proper crew rest.” Paragraph **6.4.3** states “Tower personnel will maintain the keys in the Watch Supervisor’s desk. SOFs will perform daily vehicle inspections IAW the SOF Checklist.”

Paragraph **6.5.3** identifies the requirement for a SOF placed on DNIF status to ensure their AF IMT 1042, *Medical Recommendations For Flying or Special Operational Duty*, is annotated with “May perform SOF duties,” and a copy is delivered to squadron SARMs personnel prior to performing SOF duties in. Changed all references from CoP to SharePoint ([https://mountainhome.eim.acc.af.mil/366fw/ops\\_grp/staneval/default.aspx](https://mountainhome.eim.acc.af.mil/366fw/ops_grp/staneval/default.aspx)).

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**2.2. Ops Sup/Top 3.** The Ops Sup can be filled by a squadron commander, operations officer, assistant operations officer, flight commander, or other individuals deemed qualified by the squadron commander. Squadrons will obtain the 366th Operations Group Commander's (366 OG/CC) approval using **Attachment 5 (Added)**, *Operations Supervisor Nomination Letter* for all Ops Sups. Once approved, this letter will be filed in the individual's training record.

3.2.1. **(Added)** A SOF is not required for FCF. However, an Ops Sup with communications ability with the FCF will be on duty in the squadron or control tower.

3.2.2. **(Added)** A SOF is not required for local operations when "reduced flying operations" is declared by the 366 OG/CC ( $\leq 4$  aircraft) or when Off-Station operations are conducted (i.e. TDYs) unless host station's AFIs or procedures dictate otherwise.

3.2.2.1. **(Added)** If required due to manning issues or other non-standard operations, as a last resort squadrons may request SOF operations from the Operations Desk and will make a request to 366 OG/CC 7 days in advance, routed through the 366th Operations Support Squadron, Scheduling Flight (366 OSS/OSOS) and 366 OG/CC via electronic Staff Summary Sheet (eSSS). If circumstances prevent a 7-day advance request processing, 366 OG/CC may approve requests verbally. Squadrons performing SOF duties from the Operations Desk will use the 366 OG SOF Emergency Action Checklist located on the 366 OG/OGV (Wing Standardization and Evaluation) SharePoint as their primary reference for SOF actions.

**Table 2. (Added) Mountain Home AFB Supervision Requirements.**

Type of Operation	SOF Required	Ops Sup Required	SOF Location
Daily Flying Operations (5 366 FW aircraft scheduled during any flying period)	Yes	Yes	Tower <sup>1</sup>
Daily Flying Operations (4 or less 366 FW aircraft scheduled during any flying period <sup>3</sup> )	No <sup>2</sup>	Yes	N/A
Cross-Country Deployment or Recovery (any number of aircraft)	No	Yes	N/A
LFEs <sup>4</sup> at MH (with or without 366 FW aircraft participating)	Yes	Yes	Tower
USAF or ANG <sup>5</sup> units deployed to MH and more than 4 fighter aircraft or 2 non-fighter aircraft airborne at anytime (366 FW aircraft not flying)	Yes <sup>6</sup>	Yes	Tower <sup>1</sup>
Any Non-USAF or ANG <sup>5</sup> Fighter Units Deployed to MH (366 FW aircraft not flying)	No	Yes	N/A
<b>Notes:</b>			
<p>1. In order to perform SOF duties at the squadron operations desk, the OG/CC must approve IAW paragraph 3.2.2.1. of this supplement. This does not apply to the 428th RSAF squadron (refer to paragraph 8.2.).</p> <p>2. The OG/CC must declare “reduced flying operations.” See Table 1, note 1, for “reduced flying operations” definition.</p> <p>3. The flying period is defined as a portion of the wing flying window where airspace is allocated to an individual squadron.</p> <p>4. For the purpose of this regulation, an LFE is defined as <math>\geq 10</math> aircraft participating in the exercise.</p> <p>5. Only those ANG units with ACC, PACAF, and AETC oversight.</p> <p>6. Deployed fighter unit(s) will provide a SOF when 366 FW units are not flying.</p>			

4.3.1.1. **(Added)** SOFs will show NLT 1.5-hour prior to first scheduled takeoff. It is the responsibility of the SOF to know the first scheduled takeoff time for the Wing. On the second flying day of the calendar month, opening SOF will go to 366 FW/CP (Command Post) to pick up the SOF land mobile radio (LMR). At the tower, SOF will run the opening SOF checklist, check the schedule and call 366 FW/CP to receive a daily briefing. After contacting 366 FW/CP, SOF will call 366 OSS/OSAA (Airfield Management) to receive a daily briefing. SOF will then call 366 OSS/OSW (Weather Flight) to receive a complete weather briefing. SOF will sign off the Flight Crew Information File (FCIF) and SOF Read File prior to assuming duties. SOF

Read Files are created and maintained by 366 OG/OGV. Once the opening checklist is complete, the SOF will run the Airfield Inspection Checklist. At least 30 minutes prior to the start of their respective shift, replacement SOFs will call the current SOF to find out if the position needs anything (e.g., publications, FCIFs, LMR battery, etc.) or if they need to investigate anything prior to proceeding up to the SOF position. Upon arrival for their respective shift, replacement SOF will receive a changeover briefing from preceding SOF.

4.3.1.2. **(Added)** If a SOF is required IAW AFI 11-418, Table 1 and the Mountain Home AFB Sup, Table 2, the Tower Watch Supervisor will not allow takeoffs until a SOF is present in the tower. If a SOF is not on duty when required, Tower Watch Supervisor will follow the guidance in the SOF/ATC Coordination Operations Letter.

4.3.1.3. **(Added)** The primary SOF operating location is the control tower. If there is a break in local flying, SOF may leave the tower, but must return NLT 45 minutes prior to next takeoff. SOF will brief 366 OG/CC (or designated representative) on the flying schedule and the SOF's intention to assume standby status. During this time, SOF will report standby status and have communications contact with 366 FW/CP or tower via portable radio. SOF will obtain weather and Notice to Airman (NOTAM) updates prior to the next takeoff. If a SOF changeover occurs during break, the preceding SOF will coordinate show time and changeover brief with incoming SOF.

4.3.7. Designate a divert field when an alternate is not required during flying operations. Boise is the primary divert and is assumed if no other information is distributed. If a divert other than Boise is designated, SOF will ensure, through Tower Watch Supervisor, the information is included on the Automatic Terminal Information Service (ATIS), and made available to 366 FW/CP and Radar Approach Control (RAPCON).

4.3.9. Coordinate with Tower Watch Supervisor if a change is made to the current divert or alternate field to transmit the change on the guard and tower frequency. After 5 minutes, tower will transmit change again on guard and tower frequency. The SOF, through Tower Watch Supervisor, will ensure ATIS is updated and that RAPCON and 366 FW/CP are notified. Flight leads will acknowledge change, and SOF will keep track of acknowledgements. After 10 minutes from initial announcement, SOF will report to squadron Operations Sups which flights have not responded to the change. It is imperative that squadron Operations Sups know the plans of their flights when forecasted weather could lead to changes. Depending on weather, construction, airspace being used, etc., SOF should also consider Hill AFB, NAS Fallon, Klamath Falls, Fairchild AFB, Great Falls, and Nellis AFB as divers or alternates. Twin Falls may be used as a divert during day visual flight rules (VFR), but should not be used as an alternate. Limiting factors include runway length, no RAPCON service, limited fire protection, limited ramp space and runway stress factors.

4.3.10. SOFs will use **Attachment 6 (Added)**, *SOF Daily Report*, to log all significant events and provide sufficient detail to permit follow-up staff action. SOF report is located on the C-drive of SOF computer in the tower and on the 366 OG/OGV SharePoint. Opening SOF will open the document and fill out all applicable areas and significant events electronically. At SOF changeover, close the electronic SOF Tour Report and save under the current date, and the incoming SOF will reopen and continue

to log all significant events as before. Closing SOF will e-mail the final tour report to the 366 OG/SOF Reports distro list (owned and maintained by 366 OGV). There is a hyperlink on the top line of the SOF report that will automatically bring up an e-mail message with the correct e-mail addresses when clicked. SOF will use the PEX schedule to maintain accountability of aircraft. SOF will input land and takeoff times IAW the SOF checklist. The individual squadrons Operations Desk will input each flight's flight plan into PEX NLT crew step time and inform Base Ops when PEX is accurate and complete. Additionally, the squadrons Operations Desk will make changes to aircrew/tail numbers/call signs and ensure PEX is updated to include changes to and deviations from the daily flying schedule. If the SOF identifies a discrepancy, they will contact that squadron. Every closing SOF will check and recharge the LMR battery and run the closing SOF checklist. The first flying day of the month, closing SOF will drop off the SOF LMR to 366 FW/CP for a maintenance check. In the event of a computer malfunction, complete SOF reports by hand and bring to 366 FW/CP. 366 FW/CP will fax the handwritten tour report to 366 OG/OGV. 366 OG/OGV will review SOF tour reports and file for 1-year in 366 OG/OGV records.

4.3.12. **(Added)** The SOF will verify that the 428th Fighter Squadron (428 FS) Net Time Reference (NTR) or the 726th Air Control Squadron (726 ACS) transmitter is operational. Per the 366th Operations Group Instruction (366 OGI) 10-1, *Airspace/Range Scheduling*, if they are nonoperational, SOF will look at the wing flying schedule and choose the most logical flight to pick up NTR. Contact that flight lead via squadron operations or SOF frequency, and request them to pick up NTR (give consideration to flight profile and where the flight is going). Then call squadron Ops Sups and notify them which flight has NTR. SOF will monitor the flight with the NTR and hand off to the next logical flight accordingly.

4.5.4. **(Added)** The 366 OSS/OSOS will develop a SOF duty schedule. Coordinate changes to SOF schedule through individual units and 366 OSS/OSOS. 366 OSS/OSOS will e-mail a daily SOF schedule to the 366 OG/SOF e-mail container.

5.1.1. When in the tower, SOF will monitor a dedicated SOF UHF and VHF (reference 366 FW In-Flight Guide for frequencies). Refer to MHAFBI 11-250, *Airfield Operations and Base Flying Procedures*, and Operations Letter, Subject, "Supervisor of Flying (SOF)/Air Traffic Control (ATC) Coordination," for expanded command and control procedures during aircraft emergencies.

5.1.6. At no time during an IFE will there be a SOF changeover. The oncoming SOF will assist the current SOF until the emergency is terminated.

5.1.8. The SOF has overall coordination control of all aircraft emergencies. If the SOF is not qualified in the emergency aircraft type and requires additional assistance (i.e. F-15E SOF handling and F-15SG aircraft emergency), he/she can use the Flying Squadron Ops Sup as an additional resource. Aircrew must not use their squadron Ops Sup as primary coordinators for emergencies.

6.2.3. During winter weather months, opening SOFs will check the weather the day prior to their shift. If snow/ice is forecast, opening SOF will have 12 hours of crew rest for a report time at Base Operations of 2.5 hours prior to first takeoff for the following day. When snow/ice is forecast or is present, SOF will arrive at Base Operations to receive a

weather and 366 OSS/OSAA operations brief. The SOF is in charge of setting the priorities for the parking ramp snow removal. Squadron Ops Sups should not step their crews until checking the airfield status with SOF. When inclement weather is in the forecast (rain, low ceilings, high winds, etc.), which could affect airfield operations, opening SOF will report to 366 FW ATC Tower NLT 2 hours prior to first takeoff with proper crew rest. SOF will use the extra time to check airfield status and assist 366 OSS/OSAA in prioritizing inclement weather operations (snow removal, de-icing, Runway Condition Reading (RCR), etc.). All other days, opening SOF will report to the SOF position NLT 1.5-hour prior to first scheduled takeoff.

6.4.3. Keep the SOF vehicle at the control tower. Tower personnel will maintain the keys in the Watch Supervisor's desk. SOFs will perform daily vehicle inspections IAW the SOF Checklist.

6.4.7. The SOF kit is located in the control tower and maintained by 366 OG/OGV. The SOF kit is capable of being moved to a secondary location (the on duty SOF will ensure the required items referenced in this paragraph, are gathered from the SOF position and placed into the SOF kit prior to relocating to a secondary location). As a minimum, SOF kit will consist of assigned aircraft flight manual checklist (-1 CL); flight manual (-1); 366 FW In-Flight Guide; AFI 11-418 and the MHAFB Supplement; squadron aircrew aid (if applicable); flashlight; SOF emergency action checklists; and applicable flight information publications (FLIP). SOF minimum FLIP requirements are: IFR Supplement; Flight Information Handbook; H1/H3 and H2/H4 IFR Enroute High Altitude chart; Northwest and Southwest High Altitude Instrument Approach Procedures books; Volume 2, Low Altitude Instrument Approach Procedures book; Salt Lake City Sectional Aeronautical Chart; and Area Planning 1B. Maintain Terminal Change Notices (TCN), as applicable. Maintain the FCIF part IB and SOF Read File in the control tower.

6.5.1.2. **(Added)** The minimum qualification required for initial SOF nominees will be an experienced 4-ship flight lead or an experienced weapons system officer (WSO) as defined in AFI 11-2MDS, Volume 1, *Aircrew Training*. A pilot or WSO, with 366 OG/CC approval, may have these requirements waived. A pilot who is a previously qualified SOF does not need to be a 4-ship flight lead to be re-qualified as a SOF, but must have flown in the local area for at least 3 months. Squadron commanders nominate qualified individuals, but the OG/CC has the ultimate responsibility in determining an individual's readiness to assume SOF responsibilities.

6.5.3. SOFs who are placed on DNIF status will, if applicable, ensure their AF Form 1042 is annotated with "May perform SOF duties." and will ensure SARMS personnel have a copy of this form on file prior to performing duties.

6.6.2. Squadron commanders will submit nominations for SOF using [Attachment 7 \(Added\)](#), *SOF Nomination Letter*. Once entered into SOF upgrade, document training on [Attachment 8 \(Added\)](#), *USAF SOF Certification and Training Letter*, and [Attachment 9 \(Added\)](#), *428 FS SOF Certification and Training Letter*. All of these letters are located on the 366 OG/OGV SharePoint in a digital format. Squadrons will maintain the nomination and completed certification letter in the individual's training record.

6.6.6. Accomplish upgrade tours with an Instructor SOF. To qualify as an Instructor SOF, a SOF must have at least 6 months SOF experience at Mountain Home AFB

(MHAFB). Squadron commanders will nominate qualified individuals to 366 OG/CC using **Attachment 10 (Added)**, *Instructor Supervisor of Flying Nomination Letter*. A digital copy is located on the 366 OG/OGV SharePoint. Squadrons will maintain the signed nomination letter in the individual's training record. Instructor SOFs are designated on the Letter of Xs.

6.6.7. Previously certified SOFs are required to accomplish items noted in (**Attachments 8 (Added) and 9 (Added)**).

6.8.1. Accomplish continuation training, including the annual 366 OG/CC briefing, during semiannual SOF meetings conducted by 366 OG/OGV (SOF Program Manager) and chaired by 366 OG/CC. Semiannual SOF meetings should occur in the spring and fall coinciding with the transition between cold and hot weather operations. Agenda will include discussions of problem areas, lessons learned from recent tours, a review of SOF directives, and 366 OG/CC philosophies. Place copies of the minutes or briefing slides in the SOF Read File in the tower and on the 366 OGV SharePoint.

6.9.1. 366 OG/CC delegates the responsibilities for administering SOF program to 366 OG/OGV.

8.2. The primary SOF location is the control tower. The alternate SOF locations are the SOF's squadron Operations Desk and the SOF truck. If the Republic of Singapore Air Force (RSAF) is the only unit flying, they may use an RSAF SOF from the Operations Desk with 366 OG/CC approval IAW paragraph **3.2.2.1 (Added)**. SOF will use the SOF checklist (located on 366 OGV SharePoint) when running "SOF operations from the Operations Desk" for alternate SOF positions and will accomplish the Daily SOF Report IAW paragraph **4.3.10**

8.3. Supervision requirements and duty locations for a SOF and/or Ops Sup will be IAW AFI 11-418, Table 1 (Minimum Flying Unit Supervision Requirements) and the Mountain Home AFB Supplement, Table 2 (Mountain Home AFB Supervision Requirements). In addition, FCF pilots will notify 366 OG/CC the day prior to scheduled FCF sorties. Prior to step, the FCF pilot will contact 366 OG/CC and SOF with the tail number, purpose of the FCF, aircrew, take-off and landing times. The FCF pilot will also inform SOF if there will be extended runway checks, a quick climb, and/or a maximum brake check at landing. If required, the FCF pilot will request a Visual Meteorological Conditions (VMC) waiver with 366 OG/CC.

8.4. All SOFs will review the local SOF Read Files located in the SOF binder at the SOF position in the 366 FW ATC Tower and on the 366 OGV SharePoint, IAW **4.3.1.1**. 366 OG/OGV implements, tracks, reviews, and maintains SOF Read Files.

8.5.1. (**Added**) The primary reference for SOF actions is the 366 FW SOF Emergency Action Checklist located on 366 OGV SharePoint.

8.6.1. (**Added**) Relay the basic SOF requirement to all visiting units at the in-briefing by the host squadron.

8.6.1.1. Added) Visiting units will distribute and update their schedule through 366 OSS/OSOS primarily and their host unit secondarily. 366 OSS/OSOS will incorporate the visiting unit schedule into the PEX daily flying schedule. 366 FW/CP

- and 366 FW/IGI (Inspections, Plans, and Programs) will coordinate and maintain a telephone listing of deployed unit operations.
- 8.6.1.2. **(Added)** During periods of local 366 FW flying, a 366 FW SOF is required with a deployed unit's Ops Sup at their squadron location fulfilling their supervision requirement. Visiting units may supplement the 366 FW SOF either in the tower or at their squadron operations at their discretion. During times when there is both a 366 FW SOF and a visiting unit SOF in the tower, the 366 FW SOF is in charge.
- 8.6.1.3. **(Added)** During periods of deployed unit flying when local 366 FW flying is not in progress, if required IAW AFI 11-418, Table 1 and the Mountain Home AFB Sup, Table 2, the visiting unit will need to provide a SOF in the tower and an Ops Sup at their squadron location.
- 8.6.2. **(Added)** Prior to performing SOF duty, units TDY to MHAFB will:
- 8.6.2.1. **(Added)** Receive a briefing on SOF procedures from 366 OG/OGV (or designated representative).
- 8.6.2.2. **(Added)** Provide 366 OG/OGV with a list of their SOFs name, rank, security clearance, and SSAN.
- 8.6.2.3. **(Added)** Receive a tower and facilities orientation from a qualified MHAFB SOF.
- 8.6.2.4. **(Added)** Provide their own publications for SOF use in the tower.
- 8.7.1. **(Added)** 366 OG/CC, SOF and unit Ops Sups will be immediately available via hotline, wing/squadron FM net or UHF/VHF radio.
- 8.8.1. **(Added)** Local CONFERENCE HOTEL procedures are contained in the 366 FW SOF Emergency Action Checklist located on 366 OGV SharePoint.
- 8.9.1. **(Added)** Report SOF equipment discrepancies, such as radio or phone problems, to the tower watch supervisor and note in the 366 FW SOF Tour Report. Report computer problems directly to 366 CS/CFP (Comm Focal Point) at DSN 728-2666, and note in the 366 FW SOF Tour Report. Work deficiencies with units Ops Sup equipment through squadron/group/wing communications representatives.
- 8.9.2. **(Added)** Recommendations for SOF program improvements or AF Forms 847, should be forwarded to 366 OG/OGV.
- 8.10.3. **(Added)** Ops Sup/Top 3 qualifications, currencies, upgrade programs, crew rest and maximum duty periods are IAW paragraph [2.2](#).

BRUCE M. SMITH, Colonel, USAF  
Vice Commander, 366th Fighter Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References (Added)***

AFI 33-360, *Publications and Forms Management*, 18 May 2006

MHAFBI 11-250 (FOUO), *Airfield Operations and Base Flying Procedures*, 10 May 2011

366 OGI 10-1, *Airspace/Range Scheduling*, 18 February 2010

***Adopted Forms (Added)***

AF IMT 1042, *Medical Recommendations for Flying or Special Operational Duty*, 1 February 1992

***Abbreviations and Acronyms (Added)***

**ACS**—Air Control Squadron (726 ACS)

**ADO**—Assistant Director Operations

**AFRIMS**—Air Force Records Information Management System

**ATIS**—Automatic Terminal Information Service

**CC**—Commander

**CED**—Explosive Ordnance Disposal (EOD) (366 CES/CED)

**CEF**—Fire Emergency & Services Flight (366 CES/CEF)

**CES**—Civil Engineer Squadron (366 CES)

**CFP**—Comm Focal Point (366 CS/CFP)

**CS**—Communications Squadron (366 CS)

**DO**—Director of Operations

**e SSS**—electronic Staff Summary Sheet

**FCIF**—Flight Crew Information File

**FLIP**—Flight Information Publications

**FS**—Fighter Squadron (438 FS)

**FW**—Fighter Wing (366 FW)

**LFE**—Large Force Exercise

**LMR**—Land Mobile Radio

**MHAFB**—Mountain Home AFB

**NLT**—No Later Than

**NOTAM**—Notice to Airman

**NTR**—Net Time Reference

**OG**—Operations Group (366 OG)  
**OGI**—Operations Group Instruction  
**OSAA**—Airfield Management (366 OSS/OSAA)  
**OSOS**—Scheduling Flight (366 OSS/OSOS)  
**OSS**—Operations Support Squadron (366 OSS)  
**OSW**—Weather Flight (366 OSS/OSW)  
**PEX**—Patriot Excalibur  
**RAPCON**—Radar Approach Control  
**RCR**—Runway Condition Reading  
**RSAF**—Republic of Singapore Air Force  
**SCO**—Operations Flight (366 CS/SCO)  
**SE**—Safety (366 FW/SE)  
**TCN**—Terminal Change Notices  
**VFR**—Visual Flight Rules  
**VMC**—Visual Meteorological Conditions  
**WSO**—Weapons System Officer

Attachment 5 (Added)

OPERATIONS SUPERVISOR NOMINATION LETTER



DEPARTMENT OF THE AIR FORCE
366TH OPERATIONS GROUP (ACC)
MOUNTAIN HOME AIR FORCE BASE IDAHO

IAW AFI 11-418, 366 OG/CC must approve individuals deemed highly qualified to perform Operations Sup duties. Use this letter to nominate individuals other than SQ/CC, DO, ADO or FLT/CC.

(date)

MEMORANDUM FOR : 366 OG/CC

FROM: \_\_\_\_\_ FS/CC

SUBJECT: Highly Qualified Individual Operations Supervisor Nomination

1. I nominate \_\_\_\_\_ for Operations Sup duty.

2. Remarks: \_\_\_\_\_

X

Squadron Commander

1st Ind, 366 OG/CC, Date:

MEMORANDUM FOR \_\_\_\_/CC

Above nominee is approved / disapproved for Operations Sup duty.

X

Commander, 366th Operations Group

Attachment 6 (Added)

SUPERVISOR OF FLYING (SOF) TOUR REPORT

SUPERVISOR OF FLYING (SOF) DAILY ACTIVITY REPORT										
NOTE: CLICK HERE TO E-MAIL COMPLETED FORM TO ALL PERTINENT AGENCIES										
DATE:					MHAFB STATUS					
RANK / NAME	SRF	START	STOP	TIME	RWY	CONDITION	RCR	FIRE CODE		
1				1						
2				2						
3				3						
4				4						
NTR / NAVAID / CABLE / RADIO / COMPUTER STATUS										
ASR:	IN		TACAN:	IN		UHF (326.5)	IN			
ILS RWY 12:	OUT		BAK-12B(B) (964') 12	IN		PHONES	IN			
ILS RWY 30:	OUT		BAK-12B(B) (964') 30	IN		COMPUTER	IN			
HARD ROCK NTR	OUT		428TH FS NTR	IN		CURRENT NTR				
REMARKS:										
BIRD WATCH CONDITION (BWC)			ALTERNATE / DIVERT STATUS				FITS ZONE			
TIME	CONDITION		TIME	RWY	ALT/DIV	AIRFIELD	TIME	ZONE		
1		1					1			
2		2					2			
3		3					3			
4		4					4			
COMMAND POST / AIRFIELD MANAGEMENT / VIP'S / TRANSIENT AIRCRAFT INFO										
COMMENTS FOR SOF PROGRAM MANAGER										
EVENT NARRATIVE										
TIME	CALLSIGN	AIRCRAFT TYPE	TAIL #	TYPE EVENT	TERMINATED AT					
NARRATIVE:										
TIME	CALLSIGN	AIRCRAFT TYPE	TAIL #	TYPE EVENT	TERMINATED AT					
NARRATIVE:										
TIME	CALLSIGN	AIRCRAFT TYPE	TAIL #	TYPE EVENT	TERMINATED AT					
NARRATIVE:										
										REVISED: 05 Jan 12 366 OG/OGV

Attachment 7 (Added)

SUPERVISOR OF FLYING (SOF) NOMINATION



DEPARTMENT OF THE AIR FORCE  
366TH OPERATIONS GROUP (ACC)  
MOUNTAIN HOME AIR FORCE BASE IDAHO

(date)

MEMORANDUM FOR: 366 OG/CC

FROM: \_\_\_\_\_ FS/CC

SUBJECT: Nomination of Supervisor of Flying (SOF)

1. I nominate \_\_\_\_\_ for Supervisor of Flying duty.

a. Total Flying Hours: \_\_\_\_\_

b. Assigned Aircraft Hours: \_\_\_\_\_

c. Duty Position: \_\_\_\_\_

2. Remarks: \_\_\_\_\_  
\_\_\_\_\_

X

\_\_\_\_\_  
Squadron Commander

1<sup>st</sup> Ind, 366 OG/CC, Date:

MEMORANDUM FOR \_\_\_\_\_/CC

Approved/Disapproved. Enter nominee in SOF training IAW AFI 11-418, MHAFB Sup.

X

\_\_\_\_\_  
Commander, 366th Operations Group

Attachment 8 (Added)

USAF SUPERVISOR OF FLYING (SOF) CERTIFICATION AND TRAINING LETTER



DEPARTMENT OF THE AIR FORCE  
 366TH OPERATIONS GROUP (ACC)  
 MOUNTAIN HOME AIR FORCE BASE IDAHO

(date)

MEMORANDUM FOR: 366 OG/CC

FROM: \_\_\_\_\_ FS/CC

SUBJECT: Supervisor of Flying (SOF) Certification and Training

1. \_\_\_\_\_ has completed the following training and is qualified to perform duties as supervisor of flying IAW AFI 11-418.

2. Training	Date	Certifying Official
a. *Self Study: AFI 11-418 and MHAFB Sup, MHAFBI 11-250, AFI 11-202V3 and ACC Sup, AFI 11-2F15EV3 and MHAFB Sup, MHAFB Bash Plan	_____	_____
b. *SOF Test: Score: ____/100% (Min 85% correctable to 100%)	_____	_____
c. Tours/Briefings:		
1. Weather x6303:	_____	_____
2. RAPCON x2077:	_____	_____
3. Tower x6562:	_____	_____
4. Crash/Fire/Rescue x6292:	_____	_____
5. EOD x4885:	_____	_____
6. Base Operations x2304:	_____	_____
7. Command Post x5800:	_____	_____
8. *FW Safety/BASH x1807:	_____	_____
d. *Flight Line Drivers License (Squadron Safety Shop & base operations) x2304:	_____	_____
e. *Opening Tour:+ <i>Opening/closing procedures, familiarity with all SOF checklist items, operation of SOF vehicle to include familiarity tour of airfield and discussion of frequently used travel routes, operation of SOF equipment and radios, contact procedures for aircraft and support agencies, review of publications, directives and checklists available to SOF and explanation of CONFERENCE HOTEL procedures</i>	_____	_____
f. Closing Tour:+	_____	_____
g. *IFE training: <i>Act as primary SOF to include an actual or simulated IFE during final tour</i>	_____	_____



DEPARTMENT OF THE AIR FORCE  
366TH OPERATIONS GROUP (ACC)  
MOUNTAIN HOME AIR FORCE BASE IDAHO

\*Minimum requirements for previously qualified SOFs  
+Tours will be at least 2 hours with an Instructor SOF as designated on Letter of Xs.

X

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Squadron Commander

1<sup>st</sup> Ind to \_\_\_FS/CC, Supervisor of Flying (SOF) Certification and Training

366 OG/CC

MEMORANDUM FOR \_\_\_\_FS/CC

I have briefed the officer on SOF responsibilities and certify the officer to perform SOF duties. Notify 366 OG/OGV and file this letter in the officer's training folder.

X

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Commander, 366th Operations Group

Attachment 9 (Added)

428 FS SUPERVISOR OF FLYING (SOF) CERTIFICATION AND TRAINING LETTER



DEPARTMENT OF THE AIR FORCE  
 366TH OPERATIONS GROUP (ACC)  
 MOUNTAIN HOME AIR FORCE BASE IDAHO

(date)

MEMORANDUM FOR: 366 OG/CC

FROM: 428 FS/CC

SUBJECT: Supervisor of Flying (SOF) Certification and Training

1. (Rank/Name) \_\_\_\_\_ has completed the following training and is qualified to perform duties as Supervisor of Flying only for 428 FS flying operations and only from the 428 FS Operations Desk when only the 428 FS is flying. RSAF SOFs will not perform duties in the 366 FW Air Traffic Control Tower, nor will they serve as SOF for non-428 FS flying operations. The RSAF SOF upgrade is not required to obtain a flight line driver's license. Upgrading RSAF SOFs will be escorted by an Instructor SOF in the 366 FW Air Traffic Control Tower for their required opening and closing SOF tours. All other procedures will be IAW AFI 11-418.

2. Training	Date	Certifying Official
a. *Self Study:	_____	_____
<i>AFI 11-418 and MHAFB Sup, MHAFBI 11-250, AFI 11-202V3 and ACC Sup, AFI 11-2F15EV3 and MHAFB Sup, MHAFB Bash Plan</i>		
b. *SOF Test:	_____	_____
Score: _____/100% (Min 85% correctable to 100%)		
c. Tours/Briefings:		
1. Weather x6303:	_____	_____
2. RAPCON x2077:	_____	_____
3. Tower x6562:	_____	_____
4. Crash/Fire/Rescue x6292:	_____	_____
5. EOD x4885:	_____	_____
6. Base Operations x2304:	_____	_____
7. Command Post x5800:	_____	_____
8. *FW Safety/BASH x1807:	_____	_____
d. *Opening Tour:+	_____	_____



DEPARTMENT OF THE AIR FORCE  
366TH OPERATIONS GROUP (ACC)  
MOUNTAIN HOME AIR FORCE BASE IDAHO

*Opening/closing procedures, familiarity with all SOF checklist items, operation of SOF vehicle to include familiarity tour of airfield and discussion of frequently used travel routes, operation of SOF equipment and radios, contact procedures for aircraft and support agencies, review of publications, directives and checklists available to SOF and explanation of CONFERENCE HOTEL procedures*

- e. Closing Tour:+ \_\_\_\_\_
  - f. \*IFE training: \_\_\_\_\_
- Act as primary SOF to include an actual or simulated IFE during final tour*

\*Minimum requirements for previously qualified SOFs  
+Tours will be at least 2 hours with an Instructor SOF as designated on Letter of Xs.

X  
\_\_\_\_\_  
Squadron Commander

1<sup>st</sup> Ind to 428 FS/CC, Supervisor of Flying (SOF) Certification and Training

366 OG/CC

MEMORANDUM FOR 428 FS/CC

I have briefed the officer on SOF responsibilities and certify the officer to perform SOF duties.  
Notify 366 OG/OGV and file this letter in the officer's training folder.

X  
\_\_\_\_\_  
Commander, 366th Operations Group

Attachment 10 (Added)

INSTRUCTOR SUPERVISOR OF FLYING NOMINATION LETTER



DEPARTMENT OF THE AIR FORCE  
366TH OPERATIONS GROUP (ACC)  
MOUNTAIN HOME AIR FORCE BASE IDAHO

(date)

MEMORANDUM FOR: 366 OG/CC

FROM: \_\_\_\_\_ FS/CC

SUBJECT: Nomination Instructor Supervisor of Flying (I-SOF)

1. I nominate \_\_\_\_\_ for Instructor Supervisor of Flying duty allowing him to give upgrade SOF tours.

- a. Total Flying Hours: \_\_\_\_\_
- b. Assigned Aircraft Hours: \_\_\_\_\_
- c. Duty Position: \_\_\_\_\_
- d. Months at MHAFB: \_\_\_\_\_
- e. Months as SOF at MHAFB (6 months minimum): \_\_\_\_\_

X

\_\_\_\_\_

Squadron Commander

1<sup>st</sup> Ind, 366 OG/CC, Date:

MEMORANDUM FOR \_\_\_\_\_/CC

Approved/Disapproved. The above named individual is authorized to give SOF upgrade tours. Annotate letter of Xs IAW AFI 11-418, MHAFB Sup. Notify 366 OG/OGV and file this letter in the officer's training folder.

X

\_\_\_\_\_

Commander, 366th Operations Group