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SECRETARY OF THE AIR FORCE**



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**SEYMOURJOHNSON AIR FORCE BASE  
Supplement**

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*Flying Operations*

**OPERATIONS SUPERVISION**

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

Hotel Procedures when judged necessary for safety of flight. This instruction does not apply to Air Mobility Command (AMC). Civil Air Patrol (CAP) is not required to comply with this instruction.

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

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

**(SEYMOURJOHNSON)** This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-418, 15 September 2011, related to the Supervisor of Flying (SOF) and Operations Supervisor (Ops Sup) at Seymour Johnson AFB, NC. This supplement applies to all 4 OG flying squadrons. Refer recommended changes to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. 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).

### **SUMMARY OF CHANGES**

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

**(SEYMOURJOHNSON)** This document is substantially revised and must be completely reviewed. Highlights of major changes include: Multiple paragraphs, reference to AFI 11-202V2\_4FWSUP, Attachment 11 (Added) Letter of Xs guidance. Paragraph 2.2.3. (Added) Ops Sup Crew Rest and Duty period clarification. Table 1.1. (Added) Minimum Flying Unit Supervision requirements and duty locations. Paragraph 4.3.4. multiple changes to SOF requirements to include clarification on declaring diverts and alternates with the addition of the “Weather Cat 4” alternate. Paragraph 4.3.10. (Added) added requirements to use the SOF Central Database as well as the SOF Passdown Log on the OGV Sharepoint. Paragraph 4.4.5.5. (Added) added Ops Sup responsibility to keep SOF informed of PWC 4 pilots on the schedule and to manage the ORM when weather is a factor. Paragraph 6.5.1.1. clarification on when N-CMR/N-BMC SOFs can perform SOF duties. Attachment 1—Glossary of References and Supporting Information

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**1. General.**

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

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

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

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

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

## 2. Functions:

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

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

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

2.2. **(SEYMOURJOHNSON)** The OG/CC delegates to the respective Squadron Commanders (SQ/CCs) approval for “other individuals deemed qualified” to be certified as Ops Sups given successful completion of the Ops Sup upgrade and annotation on the applicable squadron’s Letter of Xs (see AFI 11-202V2\_ACCSUP\_4FWSUP, **Attachment 11, Letter of Certification (Letter of Xs) Guidance**).

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

2.2.2. **(Added-SEYMOURJOHNSON) Ops Sup Certification.** Reference the Operations Group Stan/Eval (OGV) Sharepoint for the most current version of the Ops Sup upgrade checklist. Final documentation for upgrading an aircrew member to Ops Sup will consist of the signed Ops Sup upgrade checklist and updating of the applicable squadron’s Letter of Xs IAW AFI 11-202V2\_ACCSUP\_4FWSUP, Attachment 11.

2.2.3. **(Added-SEYMOURJOHNSON) Ops Sup Crew Rest and Duty Period.** The Ops Sup must have a minimum of 8-hours crew rest prior to performing duties and the Ops Sup duty day will not exceed 16 hours. For duty periods when the Ops Sup is also fulfilling the role of SOF, then SOF crew rest (IAW AFI 11-202V3, *General Flight Rules*) and duty day limits (IAW [paragraph 6.2](#) of this AFI) apply.

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

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

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

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

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

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

3.2. **Minimum Supervision Requirements.** These are outlined in **Table 1** for each type of operation.

**Table 1. Minimum Flying Unit Supervision Requirements.**

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

**Notes:**

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

**Table 1. (SEYMOURJOHNSON) Minimum Flying Unit Supervision Requirements.**

Type of Operation	SOF Require	SOF Locatio	Ops Sup Require
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	<b>d</b>	<b>n</b>	<b>d<sup>3</sup></b>
Daily Flying Operations (five or more 4 FW aircraft scheduled during any flying period <sup>1</sup> )	Yes	Tower	Yes
Reduced Flying Operations (four or less 4 FW aircraft scheduled during any flying period <sup>1</sup> )	No	N/A	Yes
Functional Check Flight (FCF)	Yes	Tower	Yes
Operational Check Flight (OCF)	No	N/A	Yes
Cross-Country/TDY (Re)Deployment (five or more aircraft) <sup>2</sup>	Yes	Tower	Yes
Cross-Country/TDY (Re)Deployment (four or less aircraft)	No	N/A	Yes

**Notes:**

1. The flying period is as annotated on the daily Wing Flying Schedule published by 4 OSS/OSOS or as dictated by ATO for any activities conducted on weekends/holidays.
2. If occurring on a non-duty day, SOF coverage for (re)deployment of five or more aircraft will be arranged by the squadron that owns the aircraft. The squadron will also be responsible for providing the SOF's name and expected duty period to the command post. For deployments, the SOF will remain in the tower until all aircraft have proceeded beyond the turn-back point or the local area, whichever is applicable. For redeployments, the SOF will remain in the tower until the last aircraft has completed dearm and is taxiing to park.
3. The Ops Sup duty location is the squadron. If not sitting at the Duty Desk, the Ops Sup must be immediately available by telephone, radio, or squadron PA system.

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

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

- 4.1.1. Be responsible for the implementation, direction and execution of the Operations Supervision program.
- 4.1.2. Be immediately available to the SOF or Ops Sup/Top 3 (if no SOF is either available or required based on the type of operation) for consultation during daily flying operations.
- 4.1.2. (**SEYMOURJOHNSON**) During non-duty periods, if a SOF (or Ops Sup at those times when a SOF is not required) is on duty to assist transient fighter aircraft and/or (re)deployments, the 4 OG/CC, or designated representative, will be on call through the 4 FW/CP to provide assistance.
- 4.1.3. Ensure tenant flying units use host/tenant memorandum of agreement (MOA)/letter of agreement (LOA) to avoid duplication of effort.
- 4.1.4. Be the final approval authority for unit supplement to this instruction.

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

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

**4.3. SOF will:**

- 4.3.1. Be on duty when required by [Table 1](#) or as directed by the OG/CC.

4.3.1. (SEYMOURJOHNSON) In addition to **Table 1**, the SOF will be on duty in accordance with (IAW) **Table 1.1 (Added)**.

4.3.2. Be responsible to the OG/CC for monitoring and supervising all phases of unit flying operations and will provide guidance, advice, assistance and recommendations to aircrews, unit supervisors (i.e. Ops Sup/Top 3), C2 personnel, and/or other supporting agencies (as required) regarding the safe and efficient conduct of flight operations.

4.3.2.1. Ensure that in-flight emergency (IFE) recovery plans and weather related mission changes reflect sound airmanship, follow AFI and technical order (TO) guidance, and adhere to sound ORM principles (i.e. does it make sense?).

4.3.3. Direct appropriate actions, on behalf of the OG/CC, to correct/prevent unsafe situations. This includes the use of any and all resources to include radios, FM nets, telephone hot lines and all wing-flying operations on the ground or in the air.

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

4.3.4.1. (Added-SEYMOURJOHNSON) The SOF is responsible for declaring the Bird Watch Condition (BWC) IAW the SJAFB BASH Plan.

4.3.4.2. (Added-SEYMOURJOHNSON) Prior to assuming SOF responsibilities, SOFs will obtain a detailed face-to-face weather briefing from the duty weather forecaster and an airfield status briefing from Airfield Management personnel, and ensure that Airfield Management has accomplished an airfield inspection.

4.3.4.2.1. (Added-SEYMOURJOHNSON) For SOF change-overs, the SOF assuming control will call the weather shop as soon as practical to inform them of the change-over and get a weather update.

4.3.4.2.2. (Added-SEYMOURJOHNSON) The Mission Execution Forecast (MEF) does not supersede the Terminal Area Forecasts (TAF); it is only to be used for general local area weather awareness, water temps, and winds/waves assessments.

4.3.4.3. (Added-SEYMOURJOHNSON) Before commencing local flying operations, the SOF will advise the 4 OG/CC (or designated representative) of expected runway, alternates, and any other factors (such as winds, waves, and weather) that may affect flying. The SOF will pass the flying status to the squadron duty desks primarily via the SOF Defense Connect Online (DCO) Chat page.

4.3.4.4. (Added-SEYMOURJOHNSON) **Declaring a Divert (see also AFI 11-2F-15EV3\_4FWSUP, Chap 8)**. By default, MCAS Cherry Point (NKT) will be used as the 4 FW divert when an alternate is not required. If MCAS Cherry Point is not suitable (e.g., runway/barrier availability, weather, etc.), divers will be chosen in the following priority: JB Langley/Eustis (LFI), Shaw AFB (SSC), and NAS Oceana (NTU).

4.3.4.5. (Added-SEYMOURJOHNSON) **Declaring an Alternate**. The following airfields will be given primary consideration when choosing a local alternate (in order of priority): NKT, LFI, SSC, and NTU.

4.3.4.5.1. **(Added-SEYMOURJOHNSON)** Local alternates will be declared based primarily on observed ceiling/visibility IAW AFI 11-202V3 (2000/3), but TAFs will be used to maintain situational awareness (SA) on weather trends that may require proactively declaring an alternate due to deteriorating conditions (also reference [paragraph 4.3.8](#) for considerations on rapidly deteriorating conditions).

4.3.4.5.1.1. **(Added-SEYMOURJOHNSON)** At a minimum, SOFs will declare an alternate if Seymour Johnson AFB (GSB) is within 1 hour of a TAF that has the weather going below 2000/3. If aircrew step to fly outside the one hour timeframe, they can anticipate being told to expect an alternate if the TAF remains the same throughout their flight.

4.3.4.5.1.2. **(Added-SEYMOURJOHNSON)** For sorties landing at other than home base or for sorties taking off from an out-base and landing at GSB, aircrew will reference the decision chart in AFI 11-202V3, [Attachment 2](#).

4.3.4.5.2. **(Added-SEYMOURJOHNSON)** The alternate criteria in AFI 11-202V3, [paragraph 8.8](#) (“Ceilings 500’ above the lowest compatible approach minimums...”) will be based on the published ceiling minima for the best available approach (e.g., SSC RWY 22R ILS is “(200-1/2)”).

4.3.4.5.2.1. **(Added-SEYMOURJOHNSON)** PAR weather minima will NOT be used to determine an alternate's weather suitability. This does not restrict aircrew from flying a PAR at the designated alternate if desired.

4.3.4.5.2.2. **(Added-SEYMOURJOHNSON)** Using Cat D minimums is acceptable to determine alternate weather suitability if no Cat E approach exists (reference AFI 11-2F-15EV3, [paragraph 4.7.2](#)).

4.3.4.5.3. **(Added-SEYMOURJOHNSON)** **“Weather Cat 4” Alternate.** If the ceiling at the alternate is less than 1000’, then a “Weather Cat 4” alternate will also be declared. While the purpose of the “Weather Cat 4” alternate is to reduce the Operational Risk Management (ORM) for Pilot Weather Category (PWC) 4 pilots, Ops Sups who have PWC 4 pilots on their schedule are highly advised to mitigate PWC 4 risk in other ways (e.g. flying an IP in the RCP).

4.3.4.5.3.1. **(Added-SEYMOURJOHNSON)** Determination of the “Weather Cat 4” alternate will be based on a minimum ceiling of 1000’ or 500’ above the lowest compatible IAP weather mins (whichever is higher).

4.3.4.5.3.2. **(Added-SEYMOURJOHNSON)** The “Weather Cat 4” alternate will only apply to aircrew using PWC 4 minimums; however, other aircrew may use it as desired to reduce the overall ORM of their mission. Those aircrew or formations that use the “Weather Cat 4 alternate are only required to carry the IFG fuel for the “Weather Cat 4” alternate.

4.3.4.5.4. **(Added-SEYMOURJOHNSON)** Once the SOF has determined the alternate(s); he/she will advise the tower Watch Sup. Tower will include the alternate(s) in the Automatic Terminal Information Service (ATIS) broadcast IAW SJAFBI 11-250. If no “Weather Cat 4” alternate is declared, ATIS will use

standard "4 FW Alternate is..." terminology. If a "Weather Cat 4" alternate is declared, ATIS will use the terms "4 FW Alternate is" and "Weather Cat 4 Alternate is...".

4.3.4.5.5. **(Added-SEYMOURJOHNSON)** SOFs will be proactive in communicating with the Ops Sups the weather status at the alternates so that Ops Sup can proactively manage the ORM of their scheduled sorties. Communication between the SOFs and Ops Sups will primarily be through the SOF DCO Chat room when it is available so that information remains visible to all players to the max extent possible.

4.3.4.5.6. **(Added-SEYMOURJOHNSON) Examples.** Assume the weather at SJAFB requires that an alternate be declared and that the ILS is available at all primary alternate bases.

4.3.4.5.6.1. **(Added-SEYMOURJOHNSON) #1:** NKT is 010 OVC. Minimum weather required to declare as alternate is 800' ceilings based on RWY 23R ILS Y Cat D weather mins of "(300-1)". Conclusion: NKT is a suitable alternate, no "Weather Cat 4" alternate needed.

4.3.4.5.6.2. **(Added-SEYMOURJOHNSON) #2:** NKT is 008 BKN. LFI is 020 OVC. Based on Example #1, minimum weather required at NKT is 800'. Conclusion: NKT is a suitable alternate; however, a "Weather Cat 4" alternate would be needed. LFI is suitable as a "Weather Cat 4" alternate.

4.3.5. During an emergency or an abnormal situation, provide aircrews with guidance, timely advice and assistance to determine a correct course of action.

4.3.5.1. **(Added-SEYMOURJOHNSON)** As needed, the SOF will engage the Ops Sup of the owning squadron for assistance especially if the emergency or abnormal situation involves Formal Training Unit (FTU) crew solos and the SOF is not a qualified FTU instructor.

4.3.5.2. **(Added-SEYMOURJOHNSON)** SOF changeovers generally will not occur anytime while an emergency is in progress. However, upon the outgoing SOF's discretion, if there is enough of a break during the emergency for a complete handoff to occur, a changeover may be conducted.

4.3.6. Be in a position to visually monitor the final approach and landing of IFE aircraft. If unable, the SOF will direct another highly qualified aircrew member to be in position to monitor the landing and provide needed assistance or guidance. (*ANG/AFRC*: Not required.)

4.3.6. **(SEYMOURJOHNSON)** To the maximum extent possible, the SOF will check all departing and arriving aircraft with binoculars for proper gear configuration, landing lights, and flaps.

4.3.7. Monitor the status of primary and emergency airfields/heliport and inform aircrews of changes that may affect flight operations.

4.3.8. When deteriorating weather conditions affect flying operations, coordinate with wing agencies and utilize all available resources (i.e., weather, radar, tower personnel,

pilot reports, etc.) to determine the best course of action for wing aircraft. The SOF will determine suitable weather alternates and inform the OG/CC accordingly.

4.3.8. **(SEYMOURJOHNSON)** Deteriorating weather information and recall/divert instructions will be expeditiously passed by the SOF to all airborne aircraft via the appropriate controlling agencies, the SOF frequency, and/or via formation discrete frequencies. The SOF will also notify the tower Watch Sup and base weather of any PIREPS that may affect local air traffic operations.

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

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

4.3.10. **(SEYMOURJOHNSON)** SOFs will use the SOF Central Access database as the primary means to track daily flying operations (reference SOF continuity material as well as the SOF Checklists). To the max extent possible SOFs will use the SOF DCO Chat page to make the SOF Central database visible to all Ops Sups.

4.3.10.1. **(Added-SEYMOURJOHNSON)** Additionally, SOFs will utilize the "SOF Passdown Log" on the SOF Central Sharepoint page (referenced from the OGV Sharepoint) to pass pertinent information to the OG/CC as well as other SOFs. SOFs will describe any significant events that occurred as well as the decisions made and recommendations/lessons learned to aid other SOFs in the future.

4.3.10.2. **(Added-SEYMOURJOHNSON)** This pass down log does not alleviate SOFs from calling the OG/CC IAW Commander's Critical Information Reporting (CCIR) guidance or at the conclusion of local flying operations IAW 4.3.11.

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

4.3.11. **(SEYMOURJOHNSON)** The SOF will call the OG/CC or his/her representative at the conclusion of local flying operations (4 FW aircraft only) to recap significant events of the day.

4.3.12. **(Added-SEYMOURJOHNSON)** All SOFs will ensure they are thoroughly familiar with all SOF Readfiles (posted both to the SOF Central Sharepoint as well as in the SOF binder) prior to commencing SOF operations. Any SOF may recommend topics for new SOF readfiles or rescission of current SOF Readfiles by contacting the OGV POC directly or sending an email to the OGV org email account.

4.3.13. **(Added-SEYMOURJOHNSON)** IAW the 4 FW Base X Plan (OPR: 4 FW/XP) The SOF is considered a non-player during wing OREs/ORIs, and is exempt from ground crew chemical gear ensemble requirements, and exercise control tower evacuations while performing SOF duties. To the max extent possible during wing OREs/ORIs, SOF duty periods will be filled by the FTU squadrons.

4.3.14. **(Added-SEYMOURJOHNSON)** SOFs will be thoroughly familiar with all SOF responsibilities and procedures as described in SJAFBI 11-250 (OPR: 4 OSS/OSA).

#### 4.4. Ops Sup/Top 3 will:

4.4. **(SEYMOURJOHNSON)** 8 (Added) The End Of Day (EOD) report format is left to the discretion of the individual SQ/CCs. At a minimum, the EOD will contain any IFE information, unusual occurrences, significant scheduling issues, or any other issues/information that needs to be brought to leadership attention. Squadron Ops Sup continuity material will include a description of and directions for managing the EOD report.

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

4.4.1. **(SEYMOURJOHNSON)** In addition to **Table 1**, the Ops Sup will be on duty IAW **Table 1.1 (Added)**.

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

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

4.4.3. **(SEYMOURJOHNSON)** FTU squadron Ops Sups will be prepared to assist non-FTU instructor SOFs during any events that involve unique IQT (B/TX/SOC) student situations.

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

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

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

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

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

4.4.5.4. **(Added-SEYMOURJOHNSON)** To the maximum extent possible, all Ops Sups will login to the SOF DCO Chat page for the duration of their shift. The SOF DCO Chat page will be the primary method for Ops Sups to communicate changes to the SOF in real time. FTU squadron Ops Sups will ensure the SOF is aware of any schedule inputs/changes that involve unique IQT (B/TX/SOC) student requirements (e.g., crew solos).

4.4.5.5. **(Added-SEYMOURJOHNSON)** Ops Sups are responsible for managing the risks associated with stepping aircrew to fly who have PWCs at or near the observed/forecast weather for a designated alternate. Ops Sups will ensure the SOF is

aware of which formations need and are using the “Weather Cat 4” alternate (reference **paragraph 4.3.4.5 (Added)**).

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

4.4.7. Ensure crews are briefed on the following:

4.4.7.1. Aircraft/heliport and airfield status and configuration

4.4.7.2. Scheduled and available airspace

4.4.7.3. Applicable weather for locations that aircrew are flying

4.4.7.4. Significant local hazards

4.4.7.5. Additional items as defined in the unit supplement to this instruction

4.4.7.5. **(SEYMOURJOHNSON)** Temporary Flight Restrictions (TFRs) that may affect local flying and/or alternates/diverts, alternate field and associated weather (to include considerations on using the “Weather Cat 4” alternate (if applicable), bird watch conditions on low-levels and ranges (if applicable), aircraft status, and any NOTAM updates.

4.4.8. Prepare, at squadron commander’s discretion, a daily log to aid in tracking operations and major events. Log format and content will be defined by the unit supplement.

4.4.9. Debrief the SQ/CC and/or DO of any aircraft involved in an unusual situation, IFE, weather divert or other significant mission change.

#### 4.5. **Other Key Wing Personnel:**

4.5.1. Wing (or equivalent) commanders ensure other group commanders support the OG/CC when and where needed in order to execute an effective program.

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

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

4.5.4. **(Added-SEYMOURJOHNSON)** Wing Scheduling (4 OSS/OSOS) will publish a weekly and daily SOF duty schedule with names as supplied by the individual squadrons. Scheduled SOF duty periods will usually be no longer than six hours.

### 5. **Handling of In-Flight Emergencies:**

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

5.1.1. Providing a single, discrete frequency for recovering an emergency aircraft. ATC and the emergency aircrew should determine when to use a single frequency approach (SFA). The SOF will have access to the SFA. The SFA should be available to crash/fire/rescue personnel to monitor the recovery.

5.1.1. **(SEYMOURJOHNSON)** IAW SJAFBI 11-250, emergency aircraft will normally use local channel 10 (277.4) as the SFA. The SOF will monitor the SFA during

all emergency approaches. To the max extent practical, the SOF frequency or other non-ATC frequencies will be used for lengthy problem discussions and information gathering between the emergency aircrew and the SOF.

5.1.2. Using the command post, or other capable agency, to notify all appropriate agencies and key personnel of an IFE and provide situation updates.

5.1.2. **(SEYMOURJOHNSON)** IAW SJAFBI 11-250, the SOF will immediately notify the Tower Watch Supervisor and, when time permits, the LION NET members when an emergency is in progress. Reference SJAFBI 11-250, Chap 4 for further command and control actions in the event of aircraft emergencies.

5.1.2.1. **(Added-SEYMOURJOHNSON)** Time and circumstances permitting, the SOF will consult with the OG/CC and the applicable squadron Ops Sup after notification of aircraft emergency when developing the initial gameplan.

5.1.2.2. **(Added-SEYMOURJOHNSON)** Once the emergency is terminated the SOF will contact the OG/CC with pertinent details. In all cases, communication with the OG/CC or applicable Ops Sups will not hinder emergency support.

5.1.3. Prioritizing actions during concurrent emergencies/abnormal situations.

5.1.4. Authorizing direct communications (over discrete SOF or squadron common frequency) from the Ops Sup/Top 3 to an IFE aircrew. NOTE: Only ATC personnel may authorize direct communication over ATC frequencies, including the SFA frequency. However, this does not preclude the SOF and/or Ops Sup/Top 3 from using whatever communication necessary, to include GUARD and SFA, to prevent an unsafe situation that could immediately jeopardize safe recovery.

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

5.1.6. That the final decision during any IFE/abnormal situation rests with the aircraft commander. However, SOFs may declare an IFE for any aircraft based on their knowledge of the aircraft and the flight and airfield environment.

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

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

5.1.9. **(Added-SEYMOURJOHNSON)** During multiple emergencies, weather recalls, closed runway situations, or whenever deemed necessary, the SOF may request directly from the squadrons augmentation of additional SOF-certified individuals for immediate reporting to the tower or the SOF vehicle as required. Additionally, the SOF is encouraged to coordinate with any Ops Sup to pass off less critical emergencies and/or seek advice when handling complex situations (e.g., FTU-unique situations to the FTU squadron Ops Sup).

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

**6.1. SOF/ATC Relationship:**

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

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

6.1.3. **(Added-SEYMOURJOHNSON)** The OGV SOF Program Manager will provide 4 OSS/OSA via the Watch Tower Supervisor with an updated list of personnel authorized or nominated to perform SOF duties. This list will serve as the control tower's entry authorization list (EAL) for SOF personnel.

## 6.2. Duty Hours:

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

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

6.2.2. **(SEYMOURJOHNSON)** The maximum consecutive amount of time SOFs can be in the tower is 8 hours. The 4 OG/CC (or designated representative) can waive this for surges, exercises, or HHQ taskings (e.g., ONE).

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

6.2.3. **(SEYMOURJOHNSON)** The SOF will accomplish the actions (as applicable) in paragraph 4.3. to be in the tower NLT 1 hour prior to the first takeoff. It is the SOF's responsibility to know the first takeoff time prior to their SOF tour and not rely solely on their squadron scheduler's posted time. The opening SOF will check with fighter scheduling the day prior to confirm the first takeoff time.

## 6.3. Duty Location:

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

6.3.1. **(SEYMOURJOHNSON)** SOFs will be in their primary duty location IAW **Tables 1 and 1.1 (Added)**. This includes local sorties flown by units deployed to SJAFB. Local fighter aircraft will not be allowed to takeoff until a SOF is in position. For cross-country or deployment departures, the SOF will remain in the tower for a minimum of 15 minutes after the last takeoff. For recoveries, the SOF will be in the tower not later than 30 minutes prior to the proposed land time.

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

6.3.2. **(SEYMOURJOHNSON)** The alternate duty location is the SOF vehicle or a squadron operations duty desk. SJAFB does not have an alternate tower location. IAW SJAFBI 11-250, if the tower is evacuated for real-world circumstances, aircrew will be advised to contact Approach for airfield advisories. In this case, the likely course of action is that aircraft will need to divert and the SOF should get set up in the most expeditious manner to provide assistance via the UHF radio as needed.

6.3.2.1. The SOF vehicle on the airfield.

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

6.3.2.3. The unit dispatch desk.

6.3.2.4. The command post.

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

#### 6.4. **Equipment:**

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

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

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

6.4.1.2. **(SEYMOURJOHNSON)** If not in the primary duty location with appropriate minimum comm equipment, the SOF will carry an FM radio at all times (call sign "Lion SOF") to ensure communication with the 4 OG/CC.

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

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

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

6.4.4. **(SEYMOURJOHNSON)** Specific procedures and checklists for 4 OG SOF duties are contained in the SOF Checklists (located in the SOF Book in the tower and on the SOF Central Sharepoint). All SOFs will comply with these procedures and utilize the opening, changeover, and closing checklists.

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

6.4.5. **(SEYMOURJOHNSON)** SOFs will immediately notify the OGV SOF Program Manager if the SOF's binoculars are either non-functional or missing.

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

6.4.6. **(SEYMOURJOHNSON)** All applicable publications may be found electronically in the FCIF Library on the OGV Sharepoint. The OGV SOF Program Manager will determine which (if any) hardcopy publications will be maintained and available to the SOFs.

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

6.4.7. **(SEYMOURJOHNSON)** In case the SOF relocates to an alternate location, the SOF will use the empty evacuation kit located at the SOF position and take the SOF book, checklists, and In-Flight Guide with them.

6.4.8. **(Added-SEYMOURJOHNSON)** For deficiencies in SOF equipment, checklists, or publications, follow the guidance in the SOF Checklist. Call 4 OG/OGV for immediate help with any deficiency. For problems/deficiencies/concerns/suggestions that affect all SOFs, e-mail the OGV org email account.

#### 6.5. **Certification:**

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

6.5.1. **(SEYMOURJOHNSON)** In addition to the above (i.e. "experienced" IAW **paragraph 1.3**), initial SOF nominees will have a minimum of one year time on station (either Ops or FTU). A pilot or Weapons Systems Officer (WSO) who is a previously certified SOF must have flown in the local area for at least 3 months prior to regaining SOF certification.

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

6.5.1.1. **(SEYMOURJOHNSON)** Individuals who are Non-Combat Mission Ready (N-CMR) or Non-Basic Mission Capable (N-BMC) due to an extended Duty Not Including Flying (DNIF) are authorized to perform SOF duties if already a certified

SOF at SJAFB before becoming N-CMR/N-BMC. Individuals who are N-CMR/N-BMC due to a loss of an AFI 11-202V2 qualification because of deficient periodic eval performance are not authorized to perform SOF duties until successfully regaining their qualification. Individuals who are N-CMR/N-BMC due to not meeting sortie lookback will be approved by the OG/CC on a case-by-case basis via an OG/CC authorization comment on the squadron Letter of Xs. Exceptions to this policy may be approved on a case-by-case basis by the OG/CC.

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

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

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

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

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

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

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

## **6.6. Certification Program:**

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

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

6.6.2. (SEYMOURJOHNSON) SQ/CCs nominate potential SOFs via the SOF Upgrade Checklist, but the OG/CC has the ultimate responsibility and waiver authority in determining an individual's readiness to assume SOF responsibilities.

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

6.6.4. The SOF upgrade will consist of two supervised tours of two hours each (minimum of 4 hours of training time) with a current and experienced SOF, as defined in the unit supplement. The tours will be conducted on two different days in order to

maximize the chances of the upgradee to observe differing wind and weather conditions. Upgradees will act as primary SOF on their second upgrade tour. The upgrade tours must include the following:

6.6.4. **(SEYMOURJOHNSON)** Reference the OGV Sharepoint for the most current version of the SOF upgrade checklist.

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

6.6.4.2. Operation of all SOF equipment and radios.

6.6.4.3. Contact procedures for aircraft and support agencies.

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

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

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

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

6.6.4.8. Approach/Departure control information.

6.6.4.9. Tower operations.

6.6.4.10. **(Added-SEYMOURJOHNSON)** Once a SOF has been performing SOF duties at SJAFB for six months or 12 tours, whichever occurs last, at SQ/CC discretion he/she may automatically be certified as an instructor SOF. The respective training shop will annotate the change on the Letter of Xs IAW AFI 11-202V2\_4FWSUP, **Attachment 11 (Added)**.

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

6.6.5.1. Crash/fire/rescue operations.

6.6.5.2. Explosive ordnance disposal operations.

6.6.5.3. Airfield Management operations.

6.6.5.4. Command post operations.

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

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

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

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

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

#### 6.7. Currency/Recurrency.

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

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

6.7.2. (**SEYMOURJOHNSON**) SOF currencies and CT requirements will be monitored primarily via PEX and alternatively via ARMS printouts.

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

6.7.3. (**SEYMOURJOHNSON**) The SOF who is providing supervision will also be an Instructor SOF as listed on the squadron Letter of Xs.

#### 6.8. Continuation Training (CT):

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

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

6.8.2. (**SEYMOURJOHNSON**) Additionally, all SOFs are required to complete open book test at least once every 12 months. This will normally be accomplished during the semi-annual SOF meetings, but can be accomplished at OGV. Grace period for the annual SOF test is 90 days. During the grace period, SOFs may still perform SOF tours. After the grace period, SOFs will be considered "non-current" and shall not be scheduled to sit SOF before accomplishing the test.

#### 6.9. Program Administration:

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

6.9.1. (**SEYMOURJOHNSON**) IAW AFI 11-202V2, Chap 3, 4 OG/OGV is designated as the overall Operations Supervision program monitor to include the SOF program.

6.9.2. The OPR will:

6.9.2.1. Develop and administer the SOF initial training program.

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

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

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

6.9.2.5. Schedule and give semi-annual SOF meetings.

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

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

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

6.9.2.9. Develop the unit supplement to this instruction.

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

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

**7. (SEYMOURJOHNSON)Reference the SOF Checklist and [Attachment 4](#) for CONFERENCE HOTEL procedures.**

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

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

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

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

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

8.1. (SEYMOURJOHNSON) See [paragraph 6.9.1 \(4FW\)](#).

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

8.2. (SEYMOURJOHNSON) For SOF, see [Tables 1](#) and [1.1 \(Added\)](#) as well as [paragraphs 6.3.1 \(4FW\)](#) and [6.3.2 \(4FW\)](#). For Ops Sup duty locations, see Note 3 in [Table 1.1 \(Added\)](#).

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

8.3. (SEYMOURJOHNSON) See [Table 1.1 \(Added\)](#). SOFs should expect FCF crews or their respective Ops Sups to provide the following information: tail number, purpose of the FCF (full profile v. limited profile), aircrew names, ETA/ETD, and whether or not the following will occur: extended runway checks, quick climb, maximum brake check upon landing.

8.4. Building and maintenance of a SOF Read File.

8.4. (SEYMOURJOHNSON) See [paragraph 4.3.12 \(Added\)](#).

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

8.5. (SEYMOURJOHNSON) See [paragraphs 4.3.10 \(4FW\)](#), [6.4.4 \(Added\)](#), and [6.4.8 \(Added\)](#), .

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

8.6.1. (Added-SEYMOURJOHNSON) **Units TDY to SJAFB.** OGV will relay the following SOF requirement to all visiting units at the in-briefing by the host squadron.

8.6.1.1. (Added-SEYMOURJOHNSON) Visiting units will distribute and update the schedule through 4 OSS/OSOS primarily and their host unit alternatively. 4 OSS/OSOS will incorporate the visiting unit schedule into the PEX daily flying schedule. 4 FW/CP will coordinate and maintain a telephone listing of deployed unit operations.

8.6.1.2. (Added-SEYMOURJOHNSON) Prior to performing SOF duty, units TDY to SJAFB will:

8.6.1.2.1. (Added-SEYMOURJOHNSON) Receive a briefing on SOF procedures from 4 OG/OGV (or designated representative).

8.6.1.2.2. (Added-SEYMOURJOHNSON) Provide 4 OG/OGV with an EAL of all potential SOFs to include: name, rank, security clearance, and SSAN.

8.6.1.2.3. (Added-SEYMOURJOHNSON) Receive a tower and facilities

orientation from a SJAFB Instructor SOF.

8.6.1.2.4. **(Added-SEYMOURJOHNSON)** Provide their own publications for SOF use in the tower if other than an F-15E.

8.6.2. **(Added-SEYMOURJOHNSON) SJAFB Units TDY/Deployed to Other Bases.** At SQ/CC discretion and IAW host nation requirements, SJAFB SOFs may perform SOF duties at all TDY/deployed locations.

8.6.2.1. **(Added-SEYMOURJOHNSON)** If additional SOFs are needed at the TDY/deployed location, SQ/CCs will make every effort to get SOFs upgraded at SJAFB before leaving for the TDY/deployment. On a case-by-case basis the SQ/CC or Det CC (if applicable) may nominate aircrew for a SOF checkout at the TDY/deployed location IAW host base requirements and either EOG/CC (if applicable) or 4 OG/CC approval.

8.6.2.2. **(Added-SEYMOURJOHNSON)** Unless stipulated otherwise in host base guidance, minimum requirements to be nominated for SOF upgrade while TDY/deployed are still IAW [paragraph 6.5.1](#)

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

8.7. **(SEYMOURJOHNSON)** 4 FW/CP may contact the SOF either via the SOF landline or FM radio LION NET. Ops Sups may be contacted primarily via their respective duty desk landlines. See also [paragraph 4.1.2 \(4FW\)](#).

8.8. Local CONFERENCE HOTEL procedures.

8.8. **(SEYMOURJOHNSON)** See [paragraph 7](#).

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

8.9. **(SEYMOURJOHNSON)** See paragraphs [6.4.5 \(4FW\)](#) and [6.4.8 \(4FW\)](#).

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

8.10. **(SEYMOURJOHNSON)** See paragraphs [2.2.2 \(Added\)](#) and [2.2.3 \(Added\)](#).

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

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

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

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

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

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

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

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

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

**10. Waivers.**

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

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

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

10.3. **(SEYMOURJOHNSON)** Route all waiver requests using the 4 OG/OGV waiver template found on the OGV Sharepoint through the 4 OG/OGV organizational (org) email account ([4og.ogv@seymourjohnson.af.mil](mailto:4og.ogv@seymourjohnson.af.mil)) after coordination through the SQ/CC.

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

**(SEYMOURJOHNSON)**

JEANNIE M. LEAVITT, Colonel , USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

(Added-SEYMOURJOHNSON) AFI 11-202 Volume 2, 4 FW Supplement, *Aircrew Standardization/Evaluation Program*, 13 September 2010

(Added-SEYMOURJOHNSON) AFI 11-2F-15E Volume 3, 4 FW Supplement, *F-15E—Operations Procedures*, 11 August 2009

(Added-SEYMOURJOHNSON) AFI 33-360, *Publications and Forms Management*, 18 May 2006

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

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

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

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

AF RDS on the AF Portal at the AFRIMS link, <https://www.my.af.mil/gcss-af61a/afirms/afirms/>

*Adopted Form*

AF Form 847, *Recommendation for Change of Publication*

(Added-SEYMOURJOHNSON) SJAFBI 11-250, *Airfield Operations*, 07 May 2007

*Abbreviations and Acronyms*

(Added-SEYMOURJOHNSON) 4 FW/CP—4th Fighter Wing Command Post

(Added-SEYMOURJOHNSON) 4 OG/OGV—4th Operations Group Standardization and Evaluation

(Added-SEYMOURJOHNSON) 4 OSS/OSA—4th Operations Group Airfield Management

(Added-SEYMOURJOHNSON) 4 OSS/OSOS—4th Operations Support Squadron Wing Scheduling

A/C—Aircraft

ACC—Air Combat Command

AETC—Air Education Training Command

AFB—Air Force Base

AFGSC—Air Force Global Strike Command

AFMAN—Air Force Manual

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

**AFSOC**—Air Force Special Operations Command  
**ALC**—Air Logistics Center  
**AMC**—Air Mobility Command  
**ANG**—Air National Guard  
**AOO**—Air operations officer  
**ARMS**—Aviation Resource Management System  
**ATC**—Air traffic control  
**(Added-SEYMOURJOHNSON) ATIS**—Automatic Terminal Information Service  
**(Added-SEYMOURJOHNSON) BKN**—Broken  
**BMC**—Basic Mission Capable  
**(Added-SEYMOURJOHNSON) BWC**—Bird Watch Condition  
**(Added-SEYMOURJOHNSON) CC**—Commander  
**CMR**—Combat Mission Ready  
**CT**—Continuation training  
**(SEYMOURJOHNSON) CT**—Continuation Training  
**C2**—Command and Control  
**(Added-SEYMOURJOHNSON) DCO**—Defense Connect Online  
**(Added-SEYMOURJOHNSON) Det 15/CC**—HQ ACC Detachment 15 Commander  
**(Added-SEYMOURJOHNSON) Det CC**—Detachment Commander  
**DNIF**—Duty not involving flying  
**DSN**—Defense switching network  
**(Added-SEYMOURJOHNSON) EAL**—Entry Authorization List  
**(Added-SEYMOURJOHNSON) EOD**—End of Day  
**(Added-SEYMOURJOHNSON) EOG/CC**—Expeditionary Operations Group Commander  
**FCF**—Functional check flight  
**FM**—Frequency modulation  
**FOUO**—For Official Use Only  
**(Added-SEYMOURJOHNSON) FTU**—Formal Training Unit  
**HF**—High frequency  
**(Added-SEYMOURJOHNSON) HHQ**—Higher Headquarters  
**IAW**—In accordance with  
**IFE**—In-flight emergency

**(Added-SEYMOURJOHNSON) LFI**—JB Langley/Eustis  
**LM**—Lockheed Martin  
**LOA**—Letter of agreement  
**MAF**—Mobility Air Forces  
**MAJCOM**—Major command  
**(Added-SEYMOURJOHNSON) MCAS**—Marine Corps Air Station  
**MDS**—Mission design series  
**(Added-SEYMOURJOHNSON) MEF**—Mission Execution Forecast  
**MOA**—Memorandum of agreement  
**N/A**—Not applicable  
**N/R**—Not required  
**N-BMC**—Non-Basic Mission Capable  
**N-CMR**—Non-Combat Mission Ready  
**(Added-SEYMOURJOHNSON) NKT**—MCAS Cherry Point  
**(Added-SEYMOURJOHNSON) NTU**—NAS Oceana  
**OC-ALC**—Oklahoma City Air Logistics Center  
**(Added-SEYMOURJOHNSON) OCF**—Operational Check Flight  
**(Added-SEYMOURJOHNSON) OGV**—Operations Group Standardization and Evaluation  
**OO-ALC**—Ogden Air Logistics Center  
**OG/CC**—Operations group commander  
**(SEYMOURJOHNSON) OG/CC**—Operations Group Commander  
**OPR**—Office of primary responsibility  
**Ops Sup**—Operations supervisor  
**OSA**—Operational Support Airlift  
**(Added-SEYMOURJOHNSON) OVC**—Overcast  
**(Added-SEYMOURJOHNSON) PA**—Public Address  
**PACAF**—Pacific Air Forces  
**(Added-SEYMOURJOHNSON) PAR**—Precision Approach Radar  
**PL**—Precautionary Landing  
**POC**—Point of contact  
**RAMC**—Reliability and Maintainability Center  
**RDS**—Records Disposition Schedule

**RMU**—Runway monitoring unit

**RSU**—Runway supervisory unit

**(Added-SEYMOURJOHNSON) RWY**—Runway

**SARM**—Squadron Aviation Resource Management

**SFA**—Single frequency approach

**(SEYMOURJOHNSON) SFA**—Single Frequency Approach

**(Added-SEYMOURJOHNSON) SJAFB**—Seymour Johnson AFB

**SOF**—Supervisor of flying

**SQ/CC**—Squadron Commander

**(SEYMOURJOHNSON) SQ/CC**—Squadron Commander

**(Added-SEYMOURJOHNSON) SSAN**—Social Security Administration Number

**(Added-SEYMOURJOHNSON) SSC**—Shaw AFB

**TACC**—Tanker Airlift Control Center

**(Added-SEYMOURJOHNSON) TAF**—Terminal Area Forecast

**(Added-SEYMOURJOHNSON) TDY**—Temporary Duty

**(Added-SEYMOURJOHNSON) TFR**—Temporary Flight Restriction

**TO**—Technical Order

**Top 3**—Another term for Operations Supervisor

**UAS**—Unmanned Air System

**UHF**—Ultra high frequency

**USAF**—United States Air Force

**USAFE**—United States Air Force in Europe

**VHF**—Very high frequency

**WG**—Wing

**WG/CC**—Wing commander

**WR-ALC**—Warner Robins Air Logistics Center

**(Added-SEYMOURJOHNSON) WSO**—Weapons Systems Officer

## Attachment 2

**SOF PROCEDURAL/EMERGENCY CHECKLIST**

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

**Table A2.1. SOF Procedural/Emergency Checklist.**

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

<b>15</b>	Hung ordnance
<b>16</b>	Bird condition
<b>17</b>	Controlled jettison
<b>18</b>	Hydrazine spill/exposure
<b>19</b>	Hot brakes
<b>20</b>	Suspected Lasing Incident
<b>21</b>	Aircraft crash
<b>22</b>	Alert force exercise/scramble (if applicable)
<b>23</b>	Contractor/depot emergency telephone numbers
<b>24</b>	Telephone numbers for applicable regional SOFs
<b>25</b>	Telephone numbers for local Federal Aviation Administration (FAA) flight service (if OCONUS, numbers for the associated Host Nation ATC facility), local terminal radar facility, and other local control towers and/or radar facilities that could potentially be used as alternate airfields

### Attachment 3

#### SUPERVISOR OF FLYING CHECKLIST GUIDE

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

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

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

A3.1.3. Review daily flying schedule.

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

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

A3.1.6. Obtain current information on:

A3.1.6.1. Weather:

A3.1.6.1.1. Local

A3.1.6.1.2. Divert bases

A3.1.6.1.3. Operating areas and ranges

A3.1.6.1.4. Low-level routes

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

A3.1.6.2.1. Active runway

A3.1.6.2.2. Barriers

A3.1.6.2.3. Runway condition reading

A3.1.6.2.4. Notices to Airman

A3.1.6.2.5. Navigational aids

A3.1.6.2.6. Airfield lighting

A3.1.6.2.7. Bird activity

A3.1.6.2.8. Emergency response vehicle status

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

## Attachment 4

## CONFERENCE HOTEL PROCEDURES

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

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

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

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

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

A4.3.3. Type aircraft.

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

**A4.4. Air Logistics Centers and Their Locations:**

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

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

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

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

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

MDS	Para	MDS	Para	MDS	Para
A/OA-10	<a href="#">A4.2.</a>	C-20/C-37	<a href="#">A4.12.</a>	10KC-135	<a href="#">A4.21.</a>
B-1	<a href="#">A4.3.</a>	CV-22	<a href="#">A4.13.</a>	MQ-1/ MQ-9	<a href="#">A4.22.</a>
B-2	<a href="#">A4.4.</a>	E-3 / E-4 / E-8	<a href="#">A4.14.</a>	R/O/W/T/ C-135	<a href="#">A4.23.</a>
B-52	<a href="#">A4.5.</a>	F/QF-4 (all variants)	<a href="#">A4.15.</a>	RQ-4	<a href="#">A4.24.</a>

C-5	<a href="#">A4.6.</a>	F-15 (all variants)	<a href="#">A4.16.</a>	RQ-170	<a href="#">A4.25.</a>
C-9	<a href="#">A4.7.</a>	F-16 (all variants)	<a href="#">A4.17.</a>	T-1	<a href="#">A4.26.</a>
C-12	<a href="#">A4.8.</a>	F-22A	<a href="#">A4.18.</a>	T-6	<a href="#">A4.27.</a>
C-17	<a href="#">A4.9.</a>	F-35	<a href="#">A4.18.</a>	T/ AT-38	<a href="#">A4.28.</a>
C-21	<a href="#">A4.10.</a>	Helicopters	<a href="#">A4.19.</a>	U-2	<a href="#">A4.29.</a>
C-130 (all variants)	<a href="#">A4.11.</a>	KC-	<a href="#">A4.20.</a>	RC-26	<a href="#">A4.30.</a>

**Table A4.2. A/OA-10:**

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

**Table A4.3. B-1:**

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

**Table A4.4. B-2:**

TIME	PROCEDURE	CONTACT	POCs:

24 HOURS:	Call B-2 Support Center	DSN: 272-7300 Comm: Pri (661) 272-7300 Alt (661) 272-7999 Alt (661) 272-7693	Jim Koharik
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**Table A4.5. B-52:**

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

**Table A4.6. C-5:**

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

**Table A4.7. C-9:**

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

**Table A4.8. C-12:**

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

**Table A4.9. C-17:**

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

	maintain a current listing of home telephone numbers for POCs.	/13/14/15	
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**Table A4.10. C-21:**

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

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

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

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

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

**Table A4.13. CV-22.**

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

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

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

**Table A4.15. F/QF-4:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE F/QF-4 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	

NON-DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to F/QF-4 Conference Hotel POCs. Hill Command Post will maintain a current listing of home telephone numbers for listed POCs.	DSN: 777-3007 or Comm: (801) 777-3007	Grant Herring Brett Hamblin
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**Table A4.16. F-15 (all Variants):**

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

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

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

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

<b>F-22A</b>			
TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	<b>Primary:</b> Call Lockheed Martin (LM) Aero Marietta Company Security: State: "THIS IS A CONFERENCE	DSN: 625-9001 or Comm: (770) 494-1705 (M-F, 0600-1945 US	Tony Keith Don Massett Bret Luedke

	HOTEL CALL.”	Central Time)	Al Norman
<b>F-35</b>			
<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
24 HOURS	Call Lockheed F-35 ALGS Operations Center. Once connected with the center state: “THIS IS A CONFERENCE HOTEL CALL FOR THE F-35.”	888-433-5677	Buran (All) Bosley (All) Schulten (F-35A) VanHouten (F-35B/C)

**Table A4.19. Helicopters:**

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

**Table A4.20. KC-10:**

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

**Table A4.21. KC-135:**

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

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

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

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

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 Comm: (206) 655-9200 or DSN 743-5687	Bob Snellenberg

	Routine, non-emergency assistance, call	Comm: (316) 977-0183	
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**Table A4.24. RQ-4:**

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

**Table A4.25. RQ-170:**

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

**Table A4.26. T-1:**

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

**Table A4.27. T-6.**

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

**Table A4.28. T/AT-38:**

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

**Table A4.29. U-2:**

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

**Table A4.30. RC-26:**

<b>TIME</b>	<b>PROCEDURE</b>	<b>CONTACT</b>	<b>POCs:</b>

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