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OF THE AIR FORCE**

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OPERATIONS SUPERVISION

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This instruction implements Air Force Policy Directive 11-2, *Aircrew Operations*. It establishes the responsibilities, requirements, procedures and training for the supervision of flying operations. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve (AFR), and Air National Guard (ANG) (see [paragraph 1.3](#) for specific details). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication office of primary responsibility (OPR) for non-tiered compliance items. Non-tiered compliance items are not waivable at the unit level. The Major Command A3 is the waiver authority for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information

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(18WG) Air Force Instruction (AFI) 11-418, *Operations Supervision*, 28 February 2020, is supplemented as follows: It is an integrated publication with AFI 11-418. This publication sets forward information in addition to the basic instruction and is specific to the 18th Operations Group (18 OG) supervision of flying operations. This publication applies to all aircrew assigned or attached to the 18th Wing (18 WG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

The publication has been revised to align the waiver authority statements (e.g., “T-1,” “T-2”), and to include many other administrative improvements. The document should be completely reviewed.

(18WG) This document has been substantially revised and must be reviewed in its entirety. Major changes include paragraph renumbering and Tier numbered policy for waiver authority.

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1. Overview.

1.1. **Flying Operations Supervision Structure.** The basic supervision structure for flying operations consists of the Operations Group Commander (OG/CC), the Supervisor of Flying (SOF) and the squadron supervisors, e.g., Operations Supervisor (Ops Sup).

1.2. **Supervision Chain.** 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 [paragraph 2](#).

1.3. **Applicability.** This instruction applies to all flying units, including those operating Unmanned Aircraft Systems (UAS) at launch and recovery airfields, 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 and Air Forces Africa (USAFE-AFAFRICA), and CAF units within Air Force Reserve (AFR). This instruction applies to all ACC-, PACAF-, and AETC-gained Air National Guard units. With the exception of [paragraph 7](#) and CONFERENCE HOTEL Procedures, this instruction does not apply to Air Force District of Washington, AFGSC Helicopter units, Air Force Material Command (AFMC), Mobility Air Forces (MAF) units within AFR, MAF units within USAFE-AFAFRICA and PACAF, Air Force Special Operations Command (AFSOC), the United States Air Force (USAF) Aerial Demonstration Team (Thunderbirds) and UAS under Remote Split Operations in support of a geographic combatant commander. These units follow Conference Hotel Procedures when judged necessary for safety of flight. This instruction does not apply to Air Mobility Command (AMC) or Civil Air Patrol US Air Force personnel.

1.4. **(Added-18WG)** 18 OG units, as referenced throughout this supplement, refers to all 18 OG assigned units as well as expeditionary units that fall under the 18 EOG construct.

2. Roles and 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.

2.1. **Wing Commander.** The wing commander will ensure other group commanders support the OG/CC when and where needed in order to execute an effective program. **(T-1).**

2.2. **Ops Group Commander (OG/CC) (ANG/AFR: OG/CC or Air Operations Officer (AOO)):**

2.2.1. Will be 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. **(T-1).**

2.2.2. Will ensure tenant flying units use host/tenant memorandum of agreement/letter of agreement to avoid duplication of effort. **(T-1).**

2.2.3. Will ensure the following communication equipment is functional and immediately available to the SOF:

2.2.3.1. A dedicated multi-frequency radio (Ultra High Frequency (UHF), Very High Frequency (VHF) and/or High Frequency (HF), as appropriate based on supported aircraft capabilities). **(T-1).**

- 2.2.3.2. 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 Air Traffic Control (ATC) watch supervisors. Dedicated phone lines (hot-lines) are preferred. **(T-1)**.
- 2.2.4. Will ensure access to authorized weather resources in accordance with (IAW) AFI 11-202V3 V3, *General Flight Rules*. **(T-1)**.
- 2.2.5. Will ensure locally developed checklists are available to outline procedures for normal and emergency situations that include, as a minimum, the items listed in **Attachment 2**. **(T-1)**.
- 2.2.6. Will ensure dedicated binoculars are immediately available for SOF use when either in the primary or alternate duty location for a clear view of the runway. **(T-1)**.
- 2.2.7. Will ensure a SOF library is available (either hard copy or electronic as outlined in the unit supplement to this instruction) that includes applicable directives and instructions (to include AF, Higher Headquarters, and local guidance), aircraft TOs, checklists, in-flight guides, and SOF read/information file. **(T-1)**.
- 2.2.8. Will designate primary and alternate duty locations in the unit supplement to this instruction. **(T-1)**.
- 2.2.9. Will ensure the alternate location has adequate communication equipment and the capability to monitor weather conditions. **(T-1)**.
- 2.2.10. Will ensure adequate technical assistance is immediately available in situations where both the SOF and Ops Sup/Top 3 are supplied by outside organizations (at Red Flag exercises, for example). This technical assistance may be provided by any qualified airman at the discretion of the OG/CC. This responsibility may be delegated to the detachment (or deployed) commander.
- 2.2.11. **(ANG/AFR only)** OG/CC or Air Operations Officer (AOO) will determine requirements for Ops Sup and the appropriate personnel to fill the Ops Sup position. **(T-1)**.
- 2.2.12. Will ensure that SOF upgrade tours include the requirements of **paragraph 5.5.4**. **(T-1)**.
- 2.2.13. Will review SOF upgrade student training records and approve each upgrade student in writing prior to the individual performing SOF duties. **(T-1)**.
- 2.3. Squadron Commander (SQ/CC) (or equivalent):**
- 2.3.1. Will implement, direct, and execute the Ops Sup/Top 3 program. **(T-1)**.
- 2.3.2. Will ensure a SOF/Ops Sup is on duty when required by **Table 1**. **(T-1)**.
- 2.3.3. Will be available to the Ops Sup/Top 3 for consultation during flying operations. **(T-1)**.

2.4. Supervisor of Flying (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. As the OG/CC's representative, the SOF ensures that In-Flight Emergency (IFE) recovery plans and weather-related mission changes reflect sound airmanship, follow established guidance, and adhere to sound operational risk management principles (i.e., Does it make sense?). The SOF directs appropriate actions 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. During an emergency or an abnormal situation, the SOF provides aircrews with guidance, timely advice and assistance to determine a correct course of action.

2.4.1. SOF is not required for rescue, helicopters, weather, electronic attack, airlift, air refueling, special operations, Command, Control, Intelligence, Surveillance, and Reconnaissance (C2ISR), or Remotely Piloted Aircraft (RPA) operations. C2ISR/RPA units will establish an Ops Sup/Top 3 program. **(T-1).**

2.4.2. The SOF will:

2.4.2.1. Be on duty when required by **Table 1. (T-1).**

2.4.2.1.1. **(Added-18WG)** Supervisor of Flying Definition. For the purposes of this supplement, a Supervisor of Flying (SOF) is a fully qualified USAF Fighter Pilot capable of performing SOF duties for all Kadena Air Base (AB) local fighter flying.

2.4.2.1.2. **(Added-18WG)** SOF Candidates should be a fighter 4-ship flight lead or higher to be nominated for SOF duty. Highly experienced 2-ship flight leads may be nominated on a case-by-case basis. **Attachment 4** outlines the 18 WG SOF Training Program.

2.4.2.2. Be responsible to the OG/CC for monitoring and supervising all phases of unit flying operations and provide guidance, advice, assistance and recommendations to aircrews, unit supervisors (i.e., Ops Sup/Top 3), Command and Control personnel, and/or other supporting agencies regarding the safe and efficient conduct of flight operations. **(T-1).**

2.4.2.3. Prior to the first launch, ensure the airfield/heliport status is suitable for safe operations in accordance with Air Force, major command and local directives. **(T-1).**

2.4.2.4. Be in a position to visually monitor the final approach and landing of IFE aircraft. **(T-2).** (ANG/AFR: Not required). 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. **(T-1).** (ANG/AFR: Not required).

2.4.2.5. Monitor the status of primary and emergency airfields/heliport and inform aircrews of changes that may affect flight operations. **(T-1).**

2.4.2.6. When deteriorating weather conditions affect flying operations, coordinate with wing agencies to determine the best course of action for wing aircraft. The SOF will determine suitable weather alternates and inform the OG/CC accordingly. **(T-1).**

2.4.2.7. Coordinate with ATC watch supervisor or senior controller for runway changes, as needed. **(T-1)**.

2.4.2.8. Prepare a daily log to aid in tracking operations and major events in accordance with the local supplement. **(T-1)**. For units that do not use a SOF, the Ops Sup/Top 3 will fill out this log. Log format and content are defined by unit supplement.

2.4.2.9. Debrief the OG/CC of any aircraft involved in an unusual situation, in-flight emergency, weather divert or other mission change requiring SOF action or intervention. **(T-1)**. Ensure that the applicable Ops Sup/Top 3 has the necessary information to inform squadron leadership.

2.4.2.10. **(Added-18WG)** 18 OG Supervisor of Flying (SOF).

2.4.2.10.1. **(Added-18WG)** The SOF will inform the 18th Operations Group Commander (18 OG/CC) or designated representative of all unusual situations, and if time permits, elevate command decisions with recommendations (e.g. cancellation of flying, diversion of aircraft, etc.). If circumstances arise which do not permit notification of 18 OG/CC or designated representative, SOFs will take those actions necessary to permit safe recovery of aircraft and aircrew. SOFs may direct fighter squadrons to assign an additional SOF-qualified individual to the tower to assist with deteriorating situations. At a minimum, the SOF will notify 18 OG/CC or his/her designated individual as soon as possible of the following events:

2.4.2.10.1.1. **(Added-18WG)** Terminal area forecast or observation at Kadena AB, Futenma Marine Corps Air Station (MCAS) or Naha International Airport below 1000' ceiling and 2 statute mile visibility.

2.4.2.10.1.2. **(Added-18WG)** An 18th Wing aircraft diverts.

2.4.2.10.1.3. **(Added-18WG)** An airfield facility has a change in status which might create a hazard to the launch or recovery of an aircraft.

2.4.2.10.1.4. **(Added-18WG)** An emergency is declared.

2.4.2.10.1.5. **(Added-18WG)** A USAF, Japan Air Self-Defense Force (JASDF), or civil aircraft diverts to Kadena.

2.4.2.10.1.6. **(Added-18WG)** An aircraft accident or incident occurs.

2.4.2.10.1.7. **(Added-18WG)** Both runways at Kadena AB are closed.

2.4.2.10.1.8. **(Added-18WG)** A runway incursion occurs.

2.4.2.10.1.9. **(Added-18WG)** A cable engagement has or will occur.

2.4.2.10.1.10. **(Added-18WG)** Any unusual situation requiring SOF intervention.

2.4.2.10.2. **(Added-18WG)** The SOF will closely monitor the Bird Watch Condition (BWC). The SOF will follow instructions in the SOF Reference Guide during flying operations in BWC Moderate or Severe.

2.4.2.10.3. **(Added-18WG)** Each SOF will complete the checklists on the front of the 18 WG Form 22, *Kadena AB SOF Tour Report*, and report significant incidents on the reverse of the 18 WG Form 22. The opening SOF will open a blank form located in the SOF section on the OGV SharePoint and save the blank form as the current date. The closing SOF will re-save the file and log off the SOF computer. SOFs will log the following on the 18 WG Form 22:

2.4.2.10.3.1. **(Added-18WG)** All emergencies/unusual occurrences.

2.4.2.10.3.2. **(Added-18WG)** All items requiring special attention.

2.4.2.10.3.3. **(Added-18WG)** All cable engagements.

2.4.2.10.4. **(Added-18WG)** If 18 WG aircraft are required to evacuate Kadena AB due to an impending Typhoon, SOFs will execute their responsibilities as described in the Typhoon Evacuation Checklist (**Attachment 6**).

2.4.3. Ops Sup/Top 3 will:

2.4.3.1. Be on duty when required by **Table 1. (T-1)**.

2.4.3.1.1. **(Added-18WG)** 18 OG Operations Supervisors (Ops Sup).

2.4.3.1.1.1. **(Added-18WG)** A qualified Ops Sup will be on duty in their respective squadron if that squadron is conducting normal flying operations.

2.4.3.1.1.2. **(Added-18WG)** The Ops Sup will ensure that pilots/crews are aware of the airfield status, to include the Navigation Aid (NAVAID) status, the cable configuration and the BWC before pilots/crews step to fly.

2.4.3.1.1.3. **(Added-18WG)** Ops Sups Communication Requirements. Ops Sups at Kadena AB will have access to a multi-frequency transmitter/receiver, a hotline (desired) to the SOF duty location in the tower either direct or through the Kadena Command Post, an FM radio for communication with maintenance net, and a telephone for both on-base and off-base calls.

2.4.3.1.1.4. **(Added-18WG)** If 18 WG aircraft are required to evacuate Kadena AB due to an impending Typhoon, Ops Sups will execute their responsibilities as described in the Typhoon Evacuation Checklist (**Attachment 6**).

2.4.3.1.1.5. **(Added-18WG)** For KC-135/E-3/HH-60/Expeditionary Squadron operations, the Ops Sup will notify 18 OG/CC or designated representative of any unusual occurrences or factors that might impact flying operations.

2.4.3.1.1.6. **(Added-18WG)** The squadron Ops Sup is the approval authority for divert return to base (RTB) sorties.

2.4.3.1.1.7. **(Added-18WG)** Standby Ops Sups. Units may require Ops Sups for duty during other than normal duty periods. Names of persons performing this standby duty will be designated on the weekly flying schedule for each day normal flying is not scheduled IAW unit programs. Standby Ops Sups will be capable of responding within 30 minutes when called on either the FM radio or telephone. If the FM radio is not available or inoperative, the standby Ops Sup will provide the command post controller a telephone number where he/she can be reached. If time does not permit recall of the standby Ops Sup, the command post will notify the OG Deputy Commander (18 OG/CDF or 18 OG/CDH).

2.4.3.1.2. **(Added-18WG)** F-15 Operations Supervisors (Top-3).

2.4.3.1.2.1. **(Added-18WG)** F-15 Top-3 responsibilities will be IAW SQ/CC guidance.

2.4.3.1.3. **(Added-18WG)** KC-135 Ops Sup.

2.4.3.1.3.1. **(Added-18WG)** KC-135 Ops Sup will be responsible for the following duties:

2.4.3.1.3.1.1. **(Added-18WG)** Assist aircraft during In-Flight Emergencies.

2.4.3.1.3.1.2. **(Added-18WG)** Recall or divert airborne KC-135s.

2.4.3.1.3.1.3. **(Added-18WG)** Initiate Conference Hotel procedures with Command Post.

2.4.3.1.3.1.4. **(Added-18WG)** Monitor and expedite aircraft launch.

2.4.3.1.3.1.5. **(Added-18WG)** Monitor approaching weather with emphasis on crosswind and lightning hazards.

2.4.3.1.3.1.6. **(Added-18WG)** Monitor bird activity and airfield status during periods when no SOF is on duty.

2.4.3.1.3.2. **(Added-18WG)** KC-135 Ops Sup Equipment. The KC-135 Ops Sup equipment will include:

2.4.3.1.3.2.1. **(Added-18WG)** A dedicated multi-frequency radio (UHF and HF) to contact airborne aircraft.

2.4.3.1.3.2.2. **(Added-18WG)** A cellular telephone or FM radio.

2.4.3.1.3.2.3. **(Added-18WG)** Foreign object damage (FOD) receptacle.

2.4.3.1.3.2.4. **(Added-18WG)** Access to aircraft T.O.s, checklists, in-flight guides, and associated directives required for flight.

2.4.3.1.3.2.5. **(Added-18WG)** Access to computer generated takeoff and landing data (TOLD).

2.4.3.1.3.3. **(Added-18WG)** The 909th Air Refueling Squadron (909 ARS) will have a dedicated government vehicle (GOV) immediately available to the Ops Sup to respond to emergencies, perform airfield inspections and other official purposes. This vehicle will have flight line clearance and a multi-frequency radio (UHF).

2.4.3.1.3.4. **(Added-18WG)** The 909 ARS will maintain an Ops Sup Read File.

2.4.3.1.3.5. **(Added-18WG)** KC-135 Ops Sup Training Program. Specifics of the KC-135 Ops Sup responsibilities will be stated in a Ops Sup Read File.

2.4.3.1.4. **(Added-18WG)** E-3 Ops Sup.

2.4.3.1.4.1. **(Added-18WG)** E-3 Ops Sup will be responsible for the following duties:

2.4.3.1.4.1.1. **(Added-18WG)** Monitor and expedite aircraft launch.

2.4.3.1.4.1.2. **(Added-18WG)** Assist aircraft during In-Flight Emergencies.

2.4.3.1.4.1.3. **(Added-18WG)** Monitor approaching weather with emphasis on crosswind and runway condition reading (RCR).

2.4.3.1.4.1.4. **(Added-18WG)** Monitor bird activity and airfield status during periods of time when no SOF is on duty.

2.4.3.1.4.1.5. **(Added-18WG)** Approve or disapprove Off/On-Island Bingo requests from airborne E-3s IAW AFI 11-2E-3V3_18WGSUP, *E-3 Operations Procedures*.

2.4.3.1.4.1.6. **(Added-18WG)** Recall or divert airborne E-3s.

2.4.3.1.4.1.7. **(Added-18WG)** Initiate Conference Hotel procedures with Command Post.

2.4.3.1.4.2. **(Added-18WG)** The 961st Airborne Air Control Squadron (961 AACS) will have a dedicated Ops Sup vehicle immediately available to respond to emergencies, perform airfield inspections, expedite ground operations and other official purposes. This vehicle will have flight line clearance, a multichannel radio and be equipped with:

2.4.3.1.4.2.1. **(Added-18WG)** A cellular telephone or land mobile radio (LMR).

2.4.3.1.4.2.2. **(Added-18WG)** Binoculars.

2.4.3.1.4.2.3. **(Added-18WG)** Foreign object damage (FOD) receptacle.

2.4.3.1.4.2.4. **(Added-18WG)** Flashlight.

2.4.3.1.4.2.5. **(Added-18WG)** Reflective vest.

2.4.3.1.4.2.6. **(Added-18WG)** Hard-shell hearing protection.

2.4.3.1.4.2.7. **(Added-18WG)** Spotlight.

2.4.3.1.4.2.8. **(Added-18WG)** Vehicle chocks.

2.4.3.1.4.3. **(Added-18WG)** 961 AACS will maintain an Ops Sup Read File.

2.4.3.1.4.4. **(Added-18WG)** E-3 Ops Sup Training Program and Ops Sups will be approved by the 961 AACS Commander.

2.4.3.1.4.5. **(Added-18WG)** Specifics of the E-3 training program and individual responsibilities will be stated in an Ops Sup Read File.

2.4.3.1.5. **(Added-18WG)** HH-60 Ops Sup.

2.4.3.1.5.1. **(Added-18WG)** HH-60 Ops Sup will be responsible for the following duties:

2.4.3.1.5.1.1. **(Added-18WG)** On duty during and monitor all HH-60 local alert activities, flight operations, including functional check flights.

2.4.3.1.5.1.2. **(Added-18WG)** Monitor approaching weather and sea conditions.

2.4.3.1.5.1.3. **(Added-18WG)** Assist aircraft during any aircraft In-Flight Emergencies.

2.4.3.1.5.1.4. **(Added-18WG)** Monitor bird conditions and airfield status during periods when no SOF is on duty.

2.4.3.1.5.1.5. **(Added-18WG)** Initiate Conference Hotel procedures.

2.4.3.1.5.1.6. **(Added-18WG)** Initiate recall of airborne aircraft to respond to alert requirements.

2.4.3.1.5.1.7. **(Added-18WG)** Initiate recall or divert of unit aircraft.

2.4.3.1.5.2. **(Added-18WG)** HH-60 Ops Sup Equipment. The HH-60 Ops Sup equipment will include:

2.4.3.1.5.2.1. **(Added-18WG)** A dedicated multi-frequency radio (UHF/VHF) to contact airborne aircraft.

2.4.3.1.5.2.2. **(Added-18WG)** A land line telephone.

2.4.3.1.5.2.3. **(Added-18WG)** Hotline to Kadena Tower/SOF (desired).

2.4.3.1.5.2.4. **(Added-18WG)** Access to aircraft T.O.s, checklists, in-flight guides, and associated directives required for flight.

2.4.3.1.5.2.5. **(Added-18WG)** Access to the 33rd Rescue Squadron (33 RQS) Quick Reaction Checklists.

2.4.3.1.6. **(Added-18WG)** RC/WC-135 Ops Sup.

2.4.3.1.6.1. **(Added-18WG)** RC/WC-135 Ops Sup will be responsible for the following duties:

2.4.3.1.6.1.1. **(Added-18WG)** Assist aircraft during In-Flight Emergencies.

2.4.3.1.6.1.2. **(Added-18WG)** Recall or divert airborne RC/WC-135s.

2.4.3.1.6.1.3. **(Added-18WG)** Initiate Conference Hotel procedures with Command Post.

2.4.3.1.6.1.4. **(Added-18WG)** Monitor and expedite aircraft launch.

2.4.3.1.6.1.5. **(Added-18WG)** Monitor approaching weather with emphasis on crosswind and lightning hazards.

2.4.3.1.6.1.6. **(Added-18WG)** Monitor bird activity and airfield status during periods when no SOF is on duty.

2.4.3.1.6.2. **(Added-18WG)** RC/WC-135 Ops Sup Equipment. The RC/WC-135 Ops Sup equipment will include:

2.4.3.1.6.2.1. **(Added-18WG)** A dedicated multi-frequency radio (UHF and UHF Satellite Communication [SATCOM]) to contact airborne aircraft.

2.4.3.1.6.2.2. **(Added-18WG)** A cellular telephone.

2.4.3.1.6.2.3. **(Added-18WG)** Binoculars.

2.4.3.1.6.2.4. **(Added-18WG)** FOD receptacle.

2.4.3.1.6.2.5. **(Added-18WG)** Access to aircraft T.O.s, checklists, in-flight guides, and associated directives required for flight.

2.4.3.1.6.2.6. **(Added-18WG)** Access to computer generated takeoff and landing data (TOLD).

2.4.3.1.6.3. **(Added-18WG)** The 82d Expeditionary Reconnaissance Squadron (82 ERS) will have a dedicated government vehicle (GOV) immediately available to the Ops Sup to respond to emergencies, perform airfield inspections and other official purposes. This vehicle will have flight line clearance and a multi-frequency radio (UHF) to contact airborne aircraft.

2.4.3.2. Be available to assist the SOF and aircrew. **(T-1)**.

2.4.3.3. 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. **(T-1)**.

2.4.3.4. Be responsible for the execution of the daily flying schedule and coordinate any mission changes as needed (e.g., aircraft tail number changes, crew swaps, flight-plan and airspace changes). **(T-1)**. **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.

2.4.3.4.1. Ensure the SOF is advised of any changes or deviations to the squadron's flying schedule. **(T-1)**.

2.4.3.4.2. Ensure electronic scheduling and tracking systems are updated to include changes to and deviations from the daily flying schedule. **(T-1)**.

2.4.3.4.3. Be the primary liaison between Ops and Maintenance during the execution of the flying schedule. **(T-1)**.

2.4.3.5. Ensure crews are briefed on the following:

2.4.3.5.1. Aircraft/heliport and airfield status and configuration. **(T-1)**.

2.4.3.5.2. Scheduled and available airspace. **(T-1)**.

2.4.3.5.3. Applicable weather for locations that aircrew are flying. **(T-1)**.

2.4.3.5.4. Significant local hazards. **(T-1)**.

2.4.3.5.5. Additional items as defined in the unit supplement to this instruction. **(T-1)**.

2.4.3.6. Prepare, at squadron commander's discretion, a daily log to aid in tracking operations and major events. **(T-1)**. Log format and content is defined by the unit supplement.

2.4.3.7. Debrief the SQ/CC and/or DO of any aircraft involved in an unusual situation, in-flight emergency, weather divert or other events as required by the supplement to this paragraph. **(T-1)**.

2.4.4. Mission Support Group Commanders will maintain, upgrade and repair the applicable SOF facilities, equipment, and vehicles if a SOF vehicle is available. **(T-1)**.

2.5. Operations Supervisor (Ops Sup)/Top 3. SQ/CCs will ensure that other individuals, approved by the OG/CC, are annotated on the squadron certification document (letter of Xs, for example). **(T-1)**. ANG/AFR: OG/CC or Air Operations Officer (AOO) will determine requirements for Ops Sup and the appropriate personnel to fill the Ops Sup position. **(T-1)**. Squadron commander and operations officer decision authority may be delegated to this position to make operations-related decisions and recommendations.

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

Table 1. Minimum Flying Unit Supervision Requirements.

Type of Operation	SOF Location	Ops Sup Location
Daily Flying Operations	Duty Location	Available
On-Going Off-Station Sorties	Not Required	Available
Deployed Operations	As Required	As Required
Scrambles/Alert	Not Required	Not Required

Notes:

- 1. ANG:** Ops Sup is required to be immediately available by telephone, pager, radio, or intercom for all types of operations.
- 2. ANG/AFR:** At the discretion of the OG/CC or AOO, ANG/AFR may combine SOF and OPS SUP duties.
- 3. USAFE-AFAFRICA:** Ops Sup for on-going off station sorties may be filled by an experienced aircrew member as defined in the unit supplement.
- 4. Reduced Flying:** For reduced flying operations the OG/CC may determine if a SOF is needed.

Definition of terms:

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

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

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

Reduced Flying: Reduced flying operations are defined as 6 or less fighter aircraft/RPA or 2 or less of the same type of non-fighter aircraft or, while adhering to these limitations for fighter/RPA and non-fighter aircraft, 6 total aircraft.

scrambles: Aircraft launched on a scramble order from an alert posture. Operations Supervision requirements for scrambles/alert missions are the responsibility of the supported commander.

- 3.1. **Proximity.** 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. When outside the unit operations complex, the SOF and Ops Sup must be immediately available by telephone, pager, radio or intercom. **(T-3).** The SOF and Ops Sup should normally be at their duty locations 45 minutes prior to the estimated time of arrival of unit aircraft.

3.2. **Reduced Flying Operations.** For reduced flying operations, the OG/CC may determine if a SOF is needed.

3.3. **Deployed Operations.** For deployed operations, the detachment commander coordinates with host base Operations Group for supervision requirements. This may involve integrating into the host base SOF and/or Ops Sup program.

3.4. **(Added-18WG)** An 18 OG SOF will be on duty at the SOF position in the Kadena AB Control Tower during the normal 18 WG fighter flying window.

3.5. **(Added-18WG)** SOF Scheduling Outside Normal Flying Window. Fighter Squadron Commanders are responsible for providing their own SOF for single-squadron flying outside the scheduled local fighter flying window.

3.6. **(Added-18WG)** For fighter Functional Check Flights (FCF), a SOF is not required but the Operations Supervisor (Ops Sup) will be immediately available to assist the FCF pilot if a SOF is not in the tower. If no other fighters are airborne, a dedicated catcher's mitt or chase ship is highly desired.

3.7. **(Added-18WG)** Deployed Unit Squadron Operations Supervisors. Units flying local missions while deployed to Kadena will designate an Ops Sup. Names and contact information for these Ops Sups will be forwarded to 18 OSS/OSOS, Operations Wing Scheduling, with the daily flying schedule. During normal duty periods, Ops Sups will be immediately available with their appropriate aircraft flight manual and immediate action checklist. When directed by the SOF, Ops Sups will tune their radio to the SOF frequency (302.5) or single frequency approach frequency (290.3) and be prepared to offer the SOF and aircrew appropriate assistance.

4. Handling of In-Flight Emergencies/Safe Recovery.

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

4.1.1. 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 needs access to the SFA. The SFA should be available to crash/fire/rescue personnel to monitor the recovery.

4.1.2. Using the command post, or other capable agency, to notify all appropriate agencies and key personnel of an in-flight emergency and provide situation updates.

4.1.3. Prioritizing actions during concurrent emergencies/abnormal situations.

4.1.4. Authorizing direct communications (over discrete SOF or squadron common frequency) from the Ops Sup/Top 3 to an in-flight emergency 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.

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

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

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

4.2. **Technical Knowledge.** If the SOF is not qualified in or technically knowledgeable of the aircraft with an in-flight emergency, he/she should direct 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.

4.3. **(Added-18WG)** During an IFE, the SOF/Ops Sup/Top 3 will perform the functions outlined in AFI 11-418, Section 4, as appropriate.

4.4. **(Added-18WG)** If the SOF determines an emergency should be declared, and the pilot has not declared, the SOF will declare an emergency and advise the pilot. This is particularly applicable to the following situations:

4.4.1. **(Added-18WG)** Any aircraft malfunction requiring an arrestment or runway closure.

4.4.2. **(Added-18WG)** Any situation that requires jettison of live ordnance, inert ordnance, or external stores.

4.4.3. **(Added-18WG)** Any physiological incident.

4.5. **(Added-18WG) KC-135 Handling of In-Flight Emergencies.** During a KC-135 IFE, the Ops Sup will perform the functions outlined in AFI 11-418, paragraphs 4.1.2, 4.1.3, 4.1.4, 4.1.5, and 4.1.6.

4.6. **(Added-18WG) E-3 Handling of In-Flight Emergencies.** During an E-3 IFE, E-3 technical assistance will be provided by a Technical Representative (Tech Rep). The Tech Rep position will be manned by an Experienced Aircraft Commander (AC) or Experienced Flight Engineer (FE). If the E-3 Ops Sup is not an experienced AC/FE, a Tech Rep will be scheduled. When required, the Tech Rep will be available via telephone (land-line or cellular) at all times during the scheduled flying period. The Tech Rep is responsible for providing technical assistance and recommendations as required in handling aircraft emergencies.

4.7. **(Added-18WG) HH-60 Handling of In-Flight Emergencies.** During an HH-60 IFE, the Ops Sup will perform the functions outlined in AFI 11-418, paragraphs 4.1.2, 4.1.3, 4.1.4, 4.1.5, and 4.1.6.

4.8. **(Added-18WG) RC/WC-135 Handling of In-Flight Emergencies.** During a RC/WC-135 IFE, a duty Instructor Pilot (IP) will be available to assist the Ops Sup and aircrew in the safe recovery of the aircraft. When required, the duty IP will be available via telephone (land-line or cellular) at all times during the scheduled flying period.

5. Supervisor of Flying (SOF) Guidance. Unless noted otherwise, this guidance applies to the Ops Sup/Top 3 when a SOF is either unavailable or not used.

5.1. **SOF/ATC Relationship:**

5.1.1. The separation and sequencing of traffic are the responsibilities of ATC. Unless safety is an issue, the SOF works directly with the ATC 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.

5.1.2. The SOF should only transmit on ATC frequencies in cases of severe emergencies. All radio transmissions to a distressed aircrew, from other than the SOF or ATC, are coordinated through the SOF (this does not apply to the Ops Sup/Top 3 if communicating to the aircrew via a squadron common frequency).

5.2. Duty Hours:

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

5.2.2. Maximum duty day for SOF is 16 hours with a limit of 12 hours performing SOF duties. The OG/CC may extend an individual SOFs 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 hours as long as alert/sleeping facilities are readily available).

5.2.2.1. **(Added-18WG)** SOF tours will be scheduled to be no more than eight hours in length during normal 18 WG flying operations, and ten hours in length during exercises/contingency operations.

5.2.2.2. **(Added-18WG)** The closing SOF is scheduled to have a minimum of one hour of additional duty day remaining beyond the expected end of the tour in order to provide SOF coverage for divers, late landings, or other unforeseen events.

5.2.3. The SOF will be at the prescribed duty location IAW **Table 1** not later than 30 minutes prior to first takeoff in order to complete required duties in **paragraph 2.4**.

5.3. Duty Location:

5.3.1. Primary Duty Location. The primary duty location is designated by the OG/CC.

5.3.1.1. **(Added-18WG)** The primary SOF duty location for active duty units will be in the control tower.

5.3.2. Alternate Duty Location. 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:

5.3.2.1. The runway monitoring unit/runway supervisory unit.

5.3.2.2. The unit dispatch desk.

5.3.2.3. The command post.

5.3.2.4. **(Added-18WG)** The alternate SOF duty locations are the north side Fire Station (Bldg 3579) or any flying unit Ops Desk.

5.4. Certification:

5.4.1. SOF nominees will have proven maturity, judgment and supervisory ability and combat mission ready (CMR) or basic mission capable (BMC) in a unit aircraft.

5.4.1.1. Non-CMR /Non-BMC aircrew members may perform SOF duties at the discretion of the OG/CC on the condition that the status is temporary in nature and all SOF currencies must be maintained in accordance with [paragraph 5.6](#).

5.4.2. To gain initial certification, all SOFs will complete the SOF upgrade program IAW [paragraph 5.5](#). (T-1).

5.4.3. SOFs that are currently under a duty not involving flying (DNIF) status may perform SOF duties when specifically cleared by a flight surgeon on a DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*.

5.4.4. The OG/CC may rescind SOF certification for any reason. 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.

5.4.5. Unit commanders will define who is certified to upgrade other aircrew members to SOF in the unit supplement to this instruction. (T-1).

5.5. Certification Program:

5.5.1. Documentation of the unit upgrade program is described in the unit supplement to this instruction, but will include, at a minimum, 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 will update "Letter of Xs", or AF Form 4348, *USAF Aircrew Certifications*, or equivalent document to reflect the SOF certification. (T-1).

5.5.2. Squadron commanders will screen and review (in accordance with [paragraph 5.4](#)) all SOF candidates before nominating them for entry into the upgrade program. (T-1).

5.5.3. All SOF candidates will receive an interview and briefing from the OG/CC on responsibilities, personal philosophy and expectations. (T-1). OG/CCs should 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.

5.5.4. The SOF upgrade shall 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. (T-1). The tours are conducted on two different days in order to maximize the chances of the upgrading SOF to observe differing wind and weather conditions. Upgrading SOFs will act as primary SOF on their second upgrade tour. (T-3). The OG/CC will ensure the upgrade tour includes the following:

5.5.4.1. 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, Higher Headquarters, and local), specifically capabilities and limitations. (T-1).

5.5.4.2. Operation of all SOF equipment and radios. (T-1).

5.5.4.3. Contact procedures for aircraft and support agencies. (T-1).

5.5.4.4. A review of publications and directives available to the SOF. (T-1).

5.5.4.5. Operation of SOF vehicle (requires a flight line permit/license). (T-1).

- 5.5.4.6. Successful handling of an ORMKORM/Precautionary Landing (actual or simulated). **(T-1)**.
 - 5.5.4.7. Procuring/observing weather (to include forecaster duties and priorities) information. **(T-1)**.
 - 5.5.4.8. Approach/departure control information. **(T-1)**.
 - 5.5.4.9. Tower operations. **(T-1)**.
 - 5.5.4.10. Conduct a thorough review of CONFERENCE HOTEL procedures on SharePoint®. **(T-1)**.
- 5.5.5. Additionally, prior to being certified as a SOF, Upgrade students will accomplish the following additional training/familiarization items:
- 5.5.5.1. Crash/fire/rescue operations. **(T-3)**.
 - 5.5.5.2. Explosive ordnance disposal operations. **(T-3)**.
 - 5.5.5.3. Airfield Management operations. **(T-3)**.
 - 5.5.5.4. Command post operations. **(T-3)**.
 - 5.5.5.5. Airfield Drivers License. **Exception:** This is not applicable if a SOF vehicle is either not provided or there is not a need to drive on the actual airfield environment. **(T-3)**.
 - 5.5.5.6. Performance aspects and general characteristics of all base-assigned aircraft. **(T-3)**.
 - 5.5.5.7. Accomplish a written examination containing a minimum of 25 questions on SOF duties, procedures and responsibilities. **(T-3)**. Minimum passing grade is 85 percent with all missed questions reviewed immediately following grading of the exam.
- 5.5.6. For previously certified SOFs, the OG/CC may waive the upgrade requirements of these paragraphs, but at a minimum, the Upgrade student will perform at least one supervised SOF tour with an experienced SOF with emphasis on local procedures. **(T-1)**. **Exception:** SOFs who have lost certification due to Non-CMR/Non-BMC status in accordance with [paragraph 5.4.1.1](#), but still have currency in accordance with [paragraph 5.6](#) 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.
- 5.6. **Currency/Recurrency.**
- 5.6.1. SOF currency is 90 days.
 - 5.6.1.1. ANG/AFR: 180 days. **Exception:** Reserve Associate Instructor Pilots: 90 days.
 - 5.6.2. Individual squadrons will track SOF currencies (Aviation Resource Management System preferred). **(T-1)**.
 - 5.6.3. To regain currency, as a minimum, accomplish a 1-hour supervised tour with a current and certified SOF. **(T-1)**.
- 5.7. **Continuation Training (CT):**

5.7.1. OG/CC will ensure, at a minimum, SOF CT involves semi-annual SOF meetings attended by all certified SOFs (highly encouraged for Ops Sups/Top 3s). OG/CCs should be involved in developing meeting agendas. If unable to attend, SOFs will review meeting minutes that will be posted to the SOF read file prior to their next SOF duty. **(T-3)**.

5.7.2. Annually, all SOFs are required to review applicable SOF guidance and directives as published in this instruction, unit supplement, and the SOF read file. 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 posted to the SOF read file prior to their next SOF duty.

5.8. Program Administration:

5.8.1. The OG/CC will designate an OPR for the administration of the program.

5.8.2. The OPR will:

5.8.2.1. Develop and administer the SOF initial training program. **(T-3)**.

5.8.2.2. Develop and administer the SOF certification test. **(T-3)**. This is a controlled test of at least 25 questions that is updated and reviewed annually.

5.8.2.3. If not retained by the squadron in individual training folders, the OPR retains all original initial certification and continuation training records until the individual has a permanent change of station to their next assignment. **(T-3)**.

5.8.2.4. Establish standardized procedures throughout the unit for monitoring SOF currencies and continuation training requirements (Aviation Resource Management System preferred). **(T-3)**.

5.8.2.5. Schedule and give semi-annual SOF meetings. **(T-3)**.

5.8.2.6. Post SOF meeting minutes in the SOF read file within one week of the meeting. **(T-3)**.

5.8.2.7. Develop normal and emergency SOF checklists and review/update annually (reference [Attachment 2](#)). **(T-3)**.

5.8.2.8. Update the SOF library publications when needed (reference [paragraph 2.2.7](#)). **(T-3)**.

5.8.2.9. Develop the unit supplement to this instruction. **(T-3)**.

5.8.2.10. Work with all necessary base agencies to ensure SOF equipment is maintained in operating condition and is adequate for mission accomplishment. **(T-3)**.

5.9. **(Added-18WG)** The opening SOF will establish fuel requirements for Kadena fighter flying operations, and ensure that this requirement is included in the Automated Terminal Information System (ATIS). The SOF will be in position and ready for flying operations prior to the first scheduled fighter taxi.

5.10. **(Added-18WG)** The SOF will monitor the Shogun Net on the FM radio at all times while on duty.

5.11. **(Added-18WG) SOF Changeover.** SOF changeover will not take place until all emergencies in progress have been terminated.

5.12. **(Added-18WG)** The SOF's primary duty location during local fighter flying is in the control tower. The SOF in the tower has immediate access to base agencies, an unrestricted view of the Kadena airfield, and access to the tower radar scope. The SOF (callsign: "SHOGUN 10") should be advised of problems encountered with any type of aircraft either through direct communication with the aircraft or through the appropriate Ops Sup/Top 3.

5.13. **(Added-18WG)** If the tower is evacuated, the SOF will move to the alternate location as recommended by the senior tower supervisor. The SOF will take the mobile SOF kit, binoculars, and FM radio to the alternate location and advise the OG/CC of the new location.

5.14. **(Added-18WG)** During deployed operations, units will designate an Ops Sup for all deployed local flying and the launch and recovery of deploying aircraft. The duty location of the Ops Sup will be directed by the deployment Commander after coordinating with the host unit. The Ops Sup must have access to a multi-channel UHF radio and a phone capable of dialing air traffic control facilities directly. A Fighter Ops Sup/Top 3 must have a deployment SOF kit or up-to-date EFB immediately available.

5.15. **(Added-18WG)** The SOF Reference Guide contains the locally developed checklists used for normal and emergency procedures. 18 OG/OGV, Fighter Branch, will maintain SOF Reference Guide and distribute electronic copies to the 44th Fighter Squadron (44 FS) and the 67th Fighter Squadron (67 FS) Standardization and Evaluation Liaison Officers for inclusion in the squadron deployment SOF kit.

5.16. **(Added-18WG)** 18 WG SOF kits will include:

5.16.1. **(Added-18WG)** AFI 11-2F-15, Vol 3, and Kadena AB Sup, *F-15--Operations Procedures*.

5.16.2. **(Added-18WG)** AFMAN 11-202, Vol 3, *Flight Operations*.

5.16.3. **(Added-18WG)** AFI 11-418, *Operations Supervision*, and 18 WG Sup (store in Vol 1).

5.16.4. **(Added-18WG)** Technical Order (T.O.) 1F-15A-1, *F-15 Flight Manual*.

5.16.5. **(Added-18WG)** TO 1F-15A-1-1, *F-15 Flight Manual Performance Data*.

5.16.6. **(Added-18WG)** TO 1F-15A-1CL-1, *F-15 Dash-1 Checklist*.

5.16.7. **(Added-18WG)** 18 WG F-15C, *In-flight Guide* (Add deployed In-flight Guide when deployed).

5.16.8. **(Added-18WG)** Appropriate Flight Information Publications (FLIP).

5.16.9. **(Added-18WG)** SOF Reference Guide.

5.16.10. **(Added-18WG)** An up to date EFB can be used as a substitute with access to the required publications.

5.17. **(Added-18WG)** The SOF publications will be organized as follows:

5.17.1. **(Added-18WG)** Volume 1, consisting of:

5.17.1.1. **(Added-18WG)** SOF Read File.

- 5.17.1.2. **(Added-18WG)** AFI 11-418 and 18 WG Sup.
- 5.17.2. **(Added-18WG)** Volume 2, consisting of:
 - 5.17.2.1. **(Added-18WG)** SOF Reference Guide.
- 5.17.3. **(Added-18WG)** Volume 3, consisting of:
 - 5.17.3.1. **(Added-18WG)** TO 1F-15A-1.
 - 5.17.3.2. **(Added-18WG)** TO 1F-15A-1-1.
- 5.17.4. **(Added-18WG)** Volume 4, consisting of:
 - 5.17.4.1. **(Added-18WG)** AFI 11-2F-15, Vol 3 and Kadena AB Sup.
 - 5.17.4.2. **(Added-18WG)** AFMAN 11-202, Vol 3.
- 5.17.5. **(Added-18WG)** Loose Publications, consisting of:
 - 5.17.5.1. **(Added-18WG)** TO 1F-15A-1CL-1.
 - 5.17.5.2. **(Added-18WG)** Shogun Inflight Guide, Vol 1 and 2.
 - 5.17.5.3. **(Added-18WG)** FLIP as required.
- 5.18. **(Added-18WG)** Hand-carry the following items in the mobile SOF kit when evacuating the tower:
 - 5.18.1. **(Added-18WG)** Loose Publications, consisting of:
 - 5.18.1.1. **(Added-18WG)** T.O. 1F-15A-1CL-1.
 - 5.18.1.2. **(Added-18WG)** Shogun In-flight Guide, Vol 1 and 2.
 - 5.18.1.3. **(Added-18WG)** FLIP.
 - 5.18.2. **(Added-18WG)** Loose Publications can be substituted for an up to date EFB.
- 5.19. **(Added-18WG) Unit SOF Kits.** Each fighter squadron will have a unit SOF kit that duplicates the tower SOF kit.
- 5.20. **(Added-18WG) SOF Candidate Interview.** 18 OG/CC or designated representative will provide the interview and briefing to SOF candidates.
- 5.21. **(Added-18WG)** An opening SOF tour must be accomplished on one of the upgrade tours.
- 5.22. **(Added-18WG) Experienced SOF (E-SOF).** Qualifications for E-SOF are the sooner of 60 days local SOF experience *or* 5 SOF tours for previously qualified SOFs, or 4 months SOF experience *and* 5 SOF tours for newly upgraded SOFs (i.e. Kadena is their first time as a SOF).
- 5.23. **(Added-18WG) Experienced SOF documentation.** Upgrade will be automatic upon reaching the experience required. Qualification date will be annotated on the individual's upgrade letter with OG/CC signature. Squadrons will track qualification on Letter of X's.
- 5.24. **(Added-18WG) SOF Annual Review.** SOF annual review will be documented in the SOF Read File.

- 5.25. **(Added-18WG) SOF Program OPR.** 18 OG/OGV is the OPR for the SOF program.
- 5.26. **(Added-18WG)** SOF currencies will be tracked at the squadron level using ARMS.
- 5.27. **(Added-18WG)** SOF Reference Guide will be reviewed annually.

6. CONFERENCE HOTEL.

6.1. **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 following SharePoint® link for Mission Design Series-specific points of contact: <https://acc.eim.acc.hedc.af.mil/org/A3/A3T/A3TV/CONFERENCE%20HOTEL%20Procedure/Forms/AllItems.aspx>. If unable to access SharePoint®, contact Numbered Air Force standardization/evaluation offices (Stan/Eval) for assistance. CONFERENCE HOTEL procedures put the OG/CC, SOF or Ops Sup/Top 3 directly in contact with a representative from the Air Force Life Cycle Management Center, the Wright Patterson Program Office, or the contractor.

6.2. **Emergency Assistance Numbers.** The contractor, Program Office or Air Force Life Cycle Management Center numbers at SharePoint® 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 puts the flying supervisor in contact with the appropriate experts.

6.3. **Call Initiation.** To initiate CONFERENCE HOTEL, contact the appropriate facility in accordance with **table A1** of the document at: <https://acc.eim.acc.hedc.af.mil/org/A3/A3T/A3TV/CONFERENCE%20HOTEL%20Procedure/Forms/AllItems.aspx> and provide the following information:

- 6.3.1. Indicate you are initiating a (simulated or actual) CONFERENCE HOTEL call for an in-flight emergency.
- 6.3.2. Caller's name and telephone number/base.
- 6.3.3. Type aircraft.
- 6.3.4. Nature of problem. In all cases, stress to the person(s) contacted that the problem involves an "airborne emergency" and technical assistance is needed.

6.4. **CONFERENCE HOTEL.** Lead MAJCOMs are responsible for keeping CONFERENCE HOTEL information updated. MAJCOMs will check information biannually and update it as needed. When notified that CONFERENCE HOTEL information has changed, Lead MAJCOM must submit the change to ACC/A3TV as soon as possible and no later than 48 hours.

- 6.4.1. **(Added-18WG)** The Ops Sup will be the point of contact (POC) for E-3, KC-135 and HH-60 Conference Hotel procedures. The SOF will be the POC for F-15 Conference Hotel procedures.

6.5. **Reporting.** Units that experience problems with CONFERENCE HOTEL procedures will report problems through Stan/Eval channels to their MAJCOM Stan/Eval function. **(T-2)**. The MAJCOM Stan/Eval function will ensure the Lead MAJCOM is informed so that CONFERENCE HOTEL information can be updated. **(T-2)**.

6.6. **Updates.** 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 Numbered Air Force/MAJCOM Stan/Eval channels to ACC/A3TV (no AF Form 847 required). **(T-2).**

6.7. **Hard Copies.** Flying units maintain a hardcopy of CONFERENCE HOTEL points-of-contact for aircraft which they routinely operate and conduct quarterly reviews to ensure it is kept up-to-date with the SharePoint® version.

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

7.1. **Designated OPR.** Unit organization with a designated OPR of the Operations Supervision program ([paragraph 6.9.1](#)). **(T-1).**

7.2. **Alternate SOF Locations.** Alternate SOF locations and specific equipment requirements as well as the extent of the unit operations complex for determining Ops Sup duty location. ([paragraph 6.3](#) and [Table 1, Note 1 & 3](#)). **ANG/AFR:** Designate both the primary and alternate SOF duty locations ([paragraph 6.3.2](#)). **(T-1).**

7.3. **Supervision Requirements.** Supervision requirements and duty locations when a functional check flight is airborne ([paragraph 3.2, Note 1](#)). **(T-1).**

7.4. **Read File.** Building and maintenance of a SOF read file. **(T-1).**

7.5. **Local Procedures.** Local procedures and checklists for SOFs (reference [Attachment 2](#)) to include format and content of the daily log ([paragraph 4.3.10](#)) as well as medium (i.e., electronic, hardcopy, or combination) for the SOF library ([paragraph 6.4.5](#)). **(T-1).**

7.6. **Deployed Procedures.** Procedures for how deployed units integrate into host unit operations supervision structure. **(T-1).**

7.7. **Leadership Contact.** Procedures (pager, phone, radio, etc.) for base Command and Control personnel to contact unit supervision during flying operations. **(T-1).**

7.8. **Local CONFERENCE HOTEL procedures.** Local units shall develop the following procedures:

7.8.1. **Deficiencies.** Procedures for documenting and correcting Operations Supervision program and equipment deficiencies. **(T-1).**

7.8.1.1. **Administration.** Ops Sup/Top 3 qualifications, currencies, upgrade programs, crew rest and maximum duty period (if any). **(T-1).**

7.8.1.2. At a minimum, SQ/CC will ensure Ops Sup/Top 3 upgrade consists of at least one supervised tour with an experienced Ops Sup/Top 3 with a review of applicable AF, Higher Headquarters, and local published guidance relating to the daily operations and supervision of squadron aircraft. **(T-1).**

7.8.1.3. 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). **(T-1).**

7.8.2. **Cancellations.** **ANG/AFR:** Determination of who (other than the WG/CC or OG/CC), can cancel flying. **(T-1).**

7.8.3. Personnel. ANG/AFR: 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. **(T-1)**.

8. ANG/AFR Provisions. These are special provisions for ANG/AFR and smaller than wing-sized units (e.g., geographically separated units).

8.1. **Tenant Units.** 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 are implemented through letters of agreement/memorandums of Agreement.

8.2. **AFGSC Helicopter Units.** AFGSC helicopter units and missile wings are considered smaller than wing-sized units.

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

MARK D. KELLY, Lt Gen, USAF
Deputy Chief of Staff, Operations

(18WG)

JOEL L. CAREY, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-18WG) AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFPD 11-2, *Aircrew Operations*, 31 January 2019

AFI 11-202V3, *General Flight Rules*, 10 August 2016

AFI 33-360, *Publication and Forms Management*, 1 December 2015

(Added-18WG) AFI11-2E-3V3_18WGSUP, *E-3 Operations Procedures*, 12 October 2016

(Added-18WG) AFI11-2F-15V3, *F-15--Operations Procedures*, 18 September 2014

(Added-18WG) AFI11-2F-15V3_KADENAABSUP, *F-15-Operations Procedures*, 10 December 2019

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

(Added-18WG) AFMAN11-202V3, *Flight Operations*, 10 June 2020

(Added-18WG) KAB Plan 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Plan*, February 2017

(Added-18WG) KADENAABI13-204, *Airfield Operating Instruction*, 13 August 2020

(Added-18WG) TO 1F-15A-1, *F-15 Flight Manual*

(Added-18WG) TO 1F-15A-1-1, *F-15 Flight Manual Performance Data*

(Added-18WG) TO 1F-15A-1CL-1, *F-15 Dash-1 Checklist*

Prescribed Forms

(Added-18WG) 18WG Form 22, *Kadena AB SOF Tour Report*

Adopted Forms

AF Form 4348, *USAF Aircrew Certifications*

AF Form 847, *Recommendation for Change of Publication*

DoD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

Abbreviations and Acronyms

(Added-18WG) **AB**—Air Base

(Added-18WG) **AC**—Aircraft Commander

ACC—Air Combat Command

AETC—Air Education Training Command

AFGSC—Air Force Global Strike Command

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFR—Air Force Reserve Command

(Added-18WG) AFRIMS—Air Force Records Information Management System

AFSOC—Air Force Special Operations Command

AMC—Air Mobility Command

ANG—Air National Guard

AOO—Air operations officer

ARMS—Aviation Resource Management System

ATC—Air traffic control

(Added-18WG) ATIS—Automated Terminal Information System

BMC—Basic Mission Capable

(Added-18WG) BWC—Bird Watch Condition

CAF—Combat Air Forces

CMR—Combat Mission Ready

CT—Continuation training

C2ISR—Command, Control, Intelligence, Surveillance, and Reconnaissance

DNIF—Duty not involving flying

(Added-18WG) FCF—Functional Check Flights

(Added-18WG) FE—Flight Engineer

(Added-18WG) FLIP—Flight Information publications

FM—Frequency modulation

(Added-18WG) FOD—Foreign object damage

(Added-18WG) GOV—Government Vehicle

HF—High frequency

IAW—In accordance with

IFE—In-flight emergency

(Added-18WG) IP—Instructor Pilot

(Added-18WG) JASDF—Japan Air Self-Defense Force

(Added-18WG) LMR—Land Mobile Radio

MAF—Mobility Air Forces

(Added-18WG) **MCAS**—Marine Corps Air Station

(Added-18WG) **NAVAID**—Navigation Aid

OPR—Office of primary responsibility

Ops—Operations

Ops Sup—Operations supervisor

POC—Point of contact

(Added-18WG) **RAPCON**—Radar Approach Control

(Added-18WG) **RCR**—Runway condition reading

(Added-18WG) **RDS**—Records Disposition Schedule

RPA—Remotely piloted aircraft

(Added-18WG) **RTB**—Return to base

(Added-18WG) **SATCOM**—Satellite Communication

SFA—Single frequency approach

SOF—Supervisor of flying

Stan/Eval—Standardization/evaluation offices

(Added-18WG) **Tech Rep**—Technical Representative

TO—Technical Order

(Added-18WG) **TOLD**—Takeoff and Landing Data

UAS—Unmanned Aircraft Systems

UHF—Ultra high frequency

USAF—United States Air Force

USAFE-AFAFRICA—United States Air Forces in Europe and Air Forces Africa

VHF—Very high frequency

WG—Wing

Terms

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

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

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

Reduced Flying—Reduced flying operations are defined as 6 or less fighter aircraft/RPA or 2 or less of the same type of non-fighter aircraft or, while adhering to these limitations for fighter/RPA and non-fighter aircraft, 6 total aircraft.

Scrambles—Aircraft launched on a scramble order from an alert posture. Operations Supervision requirements for scrambles/alert missions are the responsibility of the supported commander.

Top 3—A synonym for Operations Supervisor

Attachment 2

SUPERVISOR OF FLYING (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. Supervisor of Flying (SOF) Procedural/Emergency Checklist.

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

18	Hydrazine spill/exposure
19	Hot brakes
20	Suspected Lasing Incident
21	Aircraft crash
22	Alert force exercise/scramble (if applicable)
23	Contractor/depot emergency telephone numbers
24	Telephone numbers for applicable regional SOFs
25	Telephone numbers for local Federal Aviation Administration flight service (if outside the continental United States, 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 (Added-18WG)**18WG SUPERVISOR OF FLYING (SOF) TRAINING PROGRAM****A4.1. (Added-18WG) General.**

A4.1.1. **(Added-18WG)** The 18 WG SOF represents the 18 OG/CC. His/her judgment, standards, directions, and advisories will greatly affect the safety and efficiency of flying operations. All SOFs must be aware of the limited options available at an island location such as Kadena, and when in doubt regarding decisions affecting flying operations, select the most conservative option consistent with Operational Risk Management.

A4.1.2. **(Added-18WG)** The guidance, instructions, and directives contained in AFI11-418_18WGSUP, the SOF book, aircraft technical orders, checklists, and local in-flight guides are valuable tools which supplement the SOF's experience and decision-making abilities. SOFs have full authority to act on behalf of the 18 OG/CC. However, communications and time permitting, the SOF should consult with the 18 OG/CC or 18 OG/CDF on critical items. Although the final authority and responsibility for the aircraft rests with the pilot in command, the SOF should not hesitate to recommend or take actions that would improve overall flying safety.

A4.2. (Added-18WG) SOF Qualification Program.

A4.2.1. **(Added-18WG)** Candidates should be a fighter 4-ship flight lead or higher to be nominated for SOF duty. Highly experienced 2-ship flight leads may be nominated on a case-by-case basis.

A4.2.2. **(Added-18WG)** Training. Squadron Commanders will approve SOF nominees prior to beginning formal training. After approval, individuals will:

A4.2.2.1. **(Added-18WG)** Review and understand the following references:

A4.2.2.1.1. **(Added-18WG)** AFI 11-418, *Operations Supervision*, and appropriate supplements.

A4.2.2.1.2. **(Added-18WG)** Kadena AB Plan 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Plan*.

A4.2.2.1.3. **(Added-18WG)** Kadena ABI 13-204, *Airfield Operating Instruction*.

A4.2.2.1.4. **(Added-18WG)** The SOF Books (located in the tower).

A4.2.2.1.5. **(Added-18WG)** SOF Reference Guide (located in the tower).

A4.2.2.2. **(Added-18WG)** Accomplish closed-book SOF exam (administered by squadron standardization and evaluation).

A4.2.2.3. **(Added-18WG)** During the first tour, the upgrading SOF will observe and be thoroughly briefed on SOF duties and actions, to include those listed below. During the second tour (previously qualified SOFs require only this one tour), the upgrading SOF will actually perform the SOF's duties under the supervision of a qualified and current SOF.

A4.2.2.3.1. **(Added-18WG)** Opening procedures.

A4.2.2.3.2. **(Added-18WG)** SOF changeover procedures.

- A4.2.2.3.3. **(Added-18WG)** Communications available to the SOF.
 - A4.2.2.3.4. **(Added-18WG)** Crash net procedures.
 - A4.2.2.3.5. **(Added-18WG)** Weather alert and recall procedures.
 - A4.2.2.3.6. **(Added-18WG)** Barrier engagement procedures.
 - A4.2.2.3.7. **(Added-18WG)** Runway changeover procedures.
 - A4.2.2.3.8. **(Added-18WG)** ATC radar familiarization.
 - A4.2.2.3.9. **(Added-18WG)** 18 WG Form 22, *Kadena AB SOF Tour Report*.
 - A4.2.2.3.10. **(Added-18WG)** SOF and Tower personnel interface.
 - A4.2.2.3.11. **(Added-18WG)** SOF responsibilities during an in-flight emergency.
 - A4.2.2.3.12. **(Added-18WG)** Closing procedures.
 - A4.2.2.4. **(Added-18WG)** Complete familiarization with radar approach control (RAPCON).
 - A4.2.2.5. **(Added-18WG)** Complete familiarization with Base Operations/Weather Shop.
 - A4.2.2.6. **(Added-18WG)** Confirm access to the 18/OG/OGV SharePoint and PEX/ePEX.
 - A4.2.2.7. **(Added-18WG)** Be interviewed and briefed by the 18 OG/CC or designated representative on the philosophy, responsibilities, and authority of the SOF. The upgrading SOF will hand-carry his training folder to this interview for certification.
 - A4.2.2.8. **(Added-18WG)** Experienced SOF program will be IAW [paragraph 5.23](#) of this supplement.
- A4.3. (Added-18WG) Documentation.** Document training as specified in [Attachment 5](#) of this supplement and retain in the SOF's training folder.
- A4.4. (Added-18WG) Continuation Training.** 18 OG/OGV will conduct a SOF meeting at least semi-annually. 18 OG/CC or his/her deputy will chair the meeting. Attendance by all available SOFs is mandatory. 18 OG/OGV will place meeting minutes in the SOF read file, where they will be retained for a minimum of six months.

**Attachment 5 (Added-18WG)
SOF UPGRADE SAMPLE LETTER**

Figure A5.1. (Added-18WG) SOF Upgrade Sample Letter.

UPGRADE TRAINING	<u>Date</u>	<u>Certification</u>
SQ/CC approval for upgrade	_____	_____
Review and understand the following: AFI 11-418 and 18 WG Sup Kadena ABI 13-204 KAB Plan 91-212, <i>BASH Plan</i> SOF Documents (ref. guides, books, etc) RAPCON/Base Ops/Command Post operations	_____	_____
SOF Test (SQ/CCV) (85% min)	_____	_____
Contact 18 OG/OGV (Fighter Branch) Confirm 18 OG/OGV SharePoint and PEX/ePEX access Get added to SOF access letter and email DISTRO SOF Briefing Slides (OG drive/Shogun 10)	_____	_____
Observe Opening and Closing SOF Tour	_____	_____
Accomplish 1 of the above with an E-SOF	_____	_____
Accomplish SOF EP review with an E-SOF	_____	_____
18 OG/CC (or designated rep) interview	_____	_____
I certify that all SOF upgrade requirements have been completed as of <u>DATE</u> .		

SQ/CC NAME, Rank, USAF
Commander, ___ SQ

Certified for SOF duty on _____. Upgrade will become Experienced SOF on _____. (60 days and 5 tours from certification for previously qualified SOF, 4 months and 5 tours for newly upgraded SOF)

OG/CC NAME, Rank, USAF
Commander, 18th Operations Group

Attachment 6 (Added-18WG)**TYPHOON EVACUATION CHECKLIST****Figure A6.1. (Added-18WG) Typhoon Evacuation Checklist.**

1. Upon direction from the 18 OG/CC, the 909 ARS/CC and the 44 & 67 FS/CCs will initiate planning for a possible typhoon evacuation involving 18 WG KC-135 and F-15C aircraft. The 909 ARS and 44/67 FS operations supervisors (Ops Sup) will establish lines of communication at the earliest opportunity to ensure planning details are passed first-hand. The following guidance will allow for maximum efficiency in coordinating and executing the movement within a constrained planning window (less than 5 days):
 - a. *Submit Altitude Reservation (ALTRV) Approval Request*
 - i. 44/67 FS & 909 ARS Ops Sup will confer and decide on a routing, altitude block and times to request for the movement.
 - ii. The FS Ops Sup will submit the ALTRV APREQ to Pacific Military Altitude Reservation Function (PACMARF), including the name and rank of a Project Officer (PO) that is available for contact 24 hours a day.
 - iii. The ALTRV APREQ will be submitted NLT 48 hours prior to launch. The normal lead time for an APREQ is 6 working days; however, PACMARF can quick-turn requests when typhoon evacuations are in effect.
 - iv. The PO should emphasize to PACMARF that movement is part of typhoon evacuation operations and any changes to the ALTRV request/approval need to be communicated to the PO immediately in order to avoid last-minute changes.
 - b. *Schedule Local Airspace and Coordinate with ATC*
 - i. 18 OSS/DO will coordinate with the FS Ops Sup to schedule local airspace (i.e. W-173) and have it available during launch window as the back-up to an ALTRV.
 - ii. 18 OSS/DO will also advise the OSS Controllers in Naha of an impending fighter movement so they can serve as primary liaisons with Naha ATC during execution.
 - c. *Prepare for Alternate Movement Plan*
 - i. The 909 ARS & 44/67 FS Ops Sup will mission plan a contingency movement without an ALTRV in case the APREQ is not granted in time or unforeseen circumstances cause the ALTRV to be cancelled by ATC.
 - ii. This alternate plan will be based on a rendezvous in local airspace, top-off A/R for the fighters, then continuing IFR to destination as a single flight.
 - iii. Both units will have 1801 flight plans ready to file at a moment's notice that includes all applicable aircraft tail numbers for movement as a standard formation.
 - iv. An attempt should be given to requesting a block altitude for part of the routing which may alleviate the need for additional airspace closer to the destination.

a. *KC-135 Cargo*

i. All cargo will be ready to load NLT 24 hours prior to departure.

1. The Supervisor of Flying (SOF) will be the 18 OG/CC's point-man for execution of the planned movement. The SOF will have this COA readily available and ensure that both the tanker and fighter Ops Sups have lines of communication established (land line, cell phone, radio) prior to any ground movement. Using the following information, the SOF will also make contact with OSS Controllers in Naha prior to execution in order to more quickly resolve last minute issues with ATC.

- b. 909 ARS Ops: 634-8060 (Tiger Ops - 276.4)
- c. 44 FS Ops: 634-1831 (Bat Ops - 261.0)
- d. 67 FS Ops: 634-1871 (Cock Ops - 234.8)
- e. 18 OG SOF: 634-1810 (Shogun 10 - 302.5)
- f. 18 OSS Naha: 634-4647/4677

2. If the ALTRV falls out or other ATC issues prevent departure per the primary plan, the SOF will immediately contact all parties for execution of the alternate movement plan. The SOF will be responsible for this coordination and ensure aircraft commanders and flight leads are kept informed prior to departure.