

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

**AIR FORCE BASE INSTRUCTION
11-418**



**2ND BOMB WING
Supplement**

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Flying Operations

OPERATIONS SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Bryan J. Walter)

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This publication implements Air Force Policy Directive (AFPD) 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, and Air National Guard (ANG) (see paragraph

1.3 for specific details). This publication is not applicable to the United States Space Force or the Civil Air Patrol. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, DoD Privacy and Civil Liberties Programs. The applicable System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS) is available at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569691/f011-af-xo-a/>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through standardization/evaluation channels to the ACC Standardization Branch: accdotvsrtb@us.af.mil). This publication must be supplemented at the unit level; all supplements must be routed to the Operations Group Commander (OG/CC) for coordination prior to certification and approval. 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 Department of the Air Force Instruction DAFI 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. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force. Compliance with [Attachment 2](#) is mandatory. Compliance with [Attachment 1](#) and [Attachment 3](#) is not mandatory.

(2BW) AFI 11-418, Operations Supervision, is supplemented as follows: This instruction applies to Air Force Global Strike Command and Air Force Reserve Command assigned/attached aircrew that perform duties on 2nd Bomb Wing (2 BW) assigned aircraft. Refer recommended changes and questions about this publication to the OPR using AF Form 847, Recommendation for Change of Publication; route AF 847s from the field through the functional’s chain of command. Intervening levels will evaluate all recommendations and forward the AF 847s to the next echelon. 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 Air Force Records Information Management System records disposition schedule. Waivers to this supplement will be requested through the Operations Group Standardization and Evaluation (OG/OGV) shop for OG/CC approval and considered Tier-3 unless otherwise specified in this supplement.

SUMMARY OF CHANGES

The publication has been revised to align the waiver authority statements (e.g., “T-1,” “T-2”.) The format was changed to chapters affecting the paragraph numbering and includes many other administrative changes. Additions to [Chapter 6](#) address new training requirements. Chapter 9 was deleted and the information moved to [paragraph 1.4](#). This publication should be completely reviewed.

Chapter 1

PROGRAM OVERVIEW

1.1. Flying Operations (Ops) Supervision Structure . The basic supervision structure for flying operations consists of the Operations Group Commander, the Supervisor of Flying (SOF), Operations Supervisor (Ops Sup), and the Top 3.

1.1.1. **(Added-2BW)** References to Ops Sup or Top 3 refer to the position of Squadron Supervision and are interchangeable in this instruction.

1.1.2. **(Added-2BW)** For the purpose of this instruction, references from the AFI 11-418 to SOF and Ops Sup/Top 3 can be combined to one duty title, Supervisor of Flying and Operations or “SOF/O.”

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

1.1.3.1. **(Added-2BW)** 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 SQ/CC and approved by the OG/CC for operations supervision responsibilities (T-2).

1.1.3.2. **(Added-2BW)** Where no definition is provided, “experienced” is determined by the SQ/CC and approved by the OG/CC.

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 para 3.. Specific duties and responsibilities are defined throughout this instruction.

1.3. Applicability, This publication 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 UnFited 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 CONFERENCE HOTEL Procedures, this instruction does not apply to Air Force District of Washington; AFGSC Helicopter units; Air Force Material Command (AFMC); Air Force Special Operations Command (AFSOC); the United States Air Force (USAF) Aerial Demonstration Team (Thunderbirds); UAS under Remote Split Operations in support of a geographic combatant commander and Mobility Air Forces (MAF) units within AFR, AMC, USAFE-AFAFRICA and PACAF. Note: CONFERENCE HOTEL Procedures apply to all MAF units. These units follow CONFERENCE HOTEL Procedures when judged necessary for safety of flight. This publication does not apply to the Civil Air Patrol US Air Force personnel.

1.4. Waivers. Forward a copy of any waivers through local Standardization and Evaluations (Stan/Eval) channels to the MAJCOM Stan/Eval function, then a copy will be forwarded to the OPR for this publication. **(T-2)** 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. A3G will forward a copy to the OPR of this publication. **(T-2)**

Chapter 2

ROLES AND RESPONSIBILITIES

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-2)**

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

2.2.1. Will be available to the SOF or Ops Sup/Top 3 for consultation during daily flying operations. **(T-2)** Will be available for consultation if no SOF is either available or required based on the type of operation. **(T-2)**

2.2.2. Will ensure tenant flying units use host/tenant memorandum of agreement/letter of agreement to avoid duplication of effort. **(T-2)**

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-2)**

2.2.3.2. A telephone (land-line or cellular telephone) or frequency modulation (FM) radio to contact the OG/CC (or designated representative), command post, Ops Sups, weather facility and Air Traffic Control (ATC) watch supervisors. **(T-2)** Dedicated phone lines (hot-lines) are preferred.

2.2.3.3. **(Added-2BW)** Communications equipment. **Table 2.1** contains communications equipment available for the SOF/Top 3 use.

Table 2.1. (Added-2BW) SOF/Top 3 Communications Equipment.

Equipment	Use
Tower Communications Equipment	
GRC-171 UHF Radio	Tower back-up & SOF primary radio (311.0 Pri / 250.250 Sec)
Telephone – 456-8080	Primary phone number for SOF to contact the Top 3
Telephone – 456-4992	Dedicated hotline to the SOF (for OG/CC use only)
Telephone – 456-5222	Dedicated hard line for SOF use
SOF Vehicle Communications Equipment	
AN/PRC-152A UHF Radio	SOF Out of tower primary communication
LMR	SOF primary communication with Top 3
Cell Phone – 272-2169	Out of tower back-up communication for SOF use
IOC Communications Equipment	
AN/PRC-117F Radio	UHF/VSAT Ops Sup Primary Communication
Telephone – 456-8080	Dedicated hard line for Top 3 use
Telephone – 456-4246/4178	Backup hard lines for Top 3 use
SOC Communications Equipment	
Telephone: 20 BS: 456-5038 96 BS: 456-1853 343 BS: 529-4021 TOP 3: 318-272-2167	Hard line for Squadron Operations Centers

2.2.4. Will ensure access to authorized weather resources IAW AFMAN 11-202 Volume 3, *Flight Operations*. **(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-2)**

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-3)**

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 technical orders, checklists, in-flight guides, and SOF read/information file. **(T-2)**

2.2.7.1. **(Added-2BW)** The SOF library is available on individual issued iPads and OGV SharePoint® under the Currency of Directives/Currency of Technical Orders. At a minimum, the SOF library will include the items listed in [Table 2.2](#). When operating outside the tower, the SOF must use their iPad for access to the SOF Procedures Checklists and SOF Library.

Table 2.2. (Added-2BW). SOF Library.

Publication	Title
AFI 11-418	<i>Operations Supervision</i>
AFI 11-418_2BWSUP	<i>Operations Supervision</i>
AFMAN 11-202V3	<i>Flight Operations</i>
AFMAN 11-202V3_AFGSCSUP	<i>Flight Operations</i>
AFMAN 11-218	<i>Aircraft Operation and Movement on the Ground</i>
AFMAN 11-2B-52V3	<i>B-52 Operations Procedures</i>
AFMAN 11-2B-52V3_BAFBSUP	<i>B-52 Operations Procedures</i>
BAFBI 11-250	<i>Airfield Operations</i>
BAFBI 91-212	<i>BAFB Strike Hazard (BASH) Management Program</i>
T.O. 1B-52H-1 (series)	<i>Flight Manual</i>

2.2.8. Will designate primary and any alternate duty locations in the unit supplement to this instruction. **(T-2)**

2.2.8.1. **(Added-2BW)** Primary and alternate duty locations are specified in [paragraph 5.3](#).

2.2.9. Will ensure the alternate location has adequate communication equipment and the capability to monitor weather conditions. **(T-2)**

2.2.9.1. **(Added-2BW)** If the SOF is in the Integrated Operations Center (IOC), the primary means of weather monitoring will be the radar and satellite websites provided by 2 OSS/OSW. Updated links can be accessed on the 2 OSS/OSW SharePoint®.

2.2.9.2. **(Added-2BW)** If the SOF is outside of the IOC, the primary means of weather monitoring capability will be to contact 2 OSS/OSW at 456-3136. The SOF may use the MyRadar Application on the SOF cellphone to build situational awareness only.

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). **(T-3)** 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-3)**

2.2.12. Will ensure that SOF upgrade tours include the requirements of [paragraph 5.5.4](#). See [paragraph 5.5.4](#) for tiering.

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-3)**

2.3. Squadron Commander (SQ/CC) (or equivalent):

2.3.1. Will implement, direct, and execute the Ops Sup/Top 3 program. **(T-3)**

2.3.2. Will ensure a SOF/Ops Sup is on duty when required by **Table 3.1. (T-3)**

2.3.2.1. **(Added-2BW)** Additionally ensure SOF/Top 3 are on duty IAW **Table 3.3.**

2.3.3. Will be available to the Ops Sup/Top 3 for consultation during flying operations. **(T-3)**

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 as per AFI 90-802, Risk Management. 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.

2.4.1.1. **(Added-2BW)** SOFs are responsible to the 2 OG/CC and are expected to take proactive and assertive action to ensure the safety of ongoing 2 BW flying operations as well as other flying operations using Barksdale AFB (BAFB) when a SOF is required or requested.

2.4.2. The SOF will:

2.4.2.1. Be on duty when required by **Table 3.1. (T-2)**

2.4.2.1.1. **(Added-2BW)** Additionally, be on duty IAW **Table 3.3.**

2.4.2.1.2. **(Added-2BW)** SOF will use the call sign "FOXTROT" for primary and alternate duty locations. In the event someone other than FOXTROT is using the SOF truck, they will use the call sign "SOF 1".

2.4.2.1.3. **(Added-2BW)** Be at a location specified in **Table 3.1** for all engine starts, taxi, launch and recovery activities of 2 BW aircraft. SOFs are encouraged to position themselves in a location where they can best supervise ongoing activities. For example, ground operations may be best observed from the SOF truck on the ramp, Bird Watch Condition determination for upcoming departures may be best made from the SOF truck at the departure end of the runway or transition activity best monitored from the tower to facilitate coordination with the Watch Supervisor. However, sound judgement should always be the deciding factor.

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-3)**

2.4.2.2.1. **(Added-2BW)** Notify OG/CC of all 2 BW IFEs, takeoff and land times, significant weather changes, Bird Watch Condition changes, navigational aid failures, runway sweeps, airfield lighting issues, and DVs on final approach.

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-2)**

2.4.2.3.1. **(Added-2BW)** Visually inspect the airfield prior to the first launch of the day. Ensure Base Ops completed a runway sweep and a check of the hammerheads for obstructions.

2.4.2.4. Be in a position to visually monitor the final approach and landing of IFE aircraft. **(T-2)** (This action is not required for ANG/AFR). 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-2)** (This action is not required for ANG/AFR).

2.4.2.5. Monitor the status of primary and emergency airfields/heliport and inform aircrews of changes that may affect flight operations. **(T-2)**

2.4.2.5.1. **(Added-2BW)** Monitor weather at BAFB, scheduled training areas, the primary divert bases and coordinate with each base ensuring they are open and can accept required number of diverted B-52s on their parking apron.

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-2)**

2.4.2.6.1. **(Added-2BW)** Advise aircrews, OG/CC and applicable Top 3 of deteriorating weather conditions. Notify aircrews when changes in weather forecasts/conditions impact recovery and/or prohibit aircraft operations. Direct aircraft to return to base or land as conditions warrant. Advise OG/CC of decision.

2.4.2.6.2. **(Added-2BW)** Base weather will monitor conditions at alternate airfields and inform the SOF of significant changes in the weather.

2.4.2.6.3. **(Added-2BW)** The SOF will coordinate with the Top 3 and recommend suitable alternates to the OG/CC when necessary. The OG/CC will approve the most appropriate alternate to diverting aircraft and may provide additional instructions through the SOF. The SOF will continue to assist diverting aircrews as necessary.

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-3)** 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. **(T-3)**

2.4.2.8.1. **(Added-2BW)** Record in the SOF report all significant activities which occurred during the shift, including timestamps. Use the format outlined in the SOF checklist. At a minimum, record:

2.4.2.8.1.1. **(Added-2BW)** All ground and local flying operations of 2 BW aircraft.

2.4.2.8.1.2. **(Added-2BW)** Aircraft take-off and land times (with call signs and tail numbers) of all aircraft.

2.4.2.8.1.3. **(Added-2BW)** Detailed timelines for aircraft that experience takeoff delays or cancellations, with time stamps of significant events (reported issues, estimated fix times, time of cancellation).

2.4.2.8.1.4. **(Added-2BW)** Bird Watch Condition and Bird Alert changes. Include specifics on location, type birds, activity, altitude and action taken.

2.4.2.8.1.5. **(Added-2BW)** IFE details (IAW with SOF checklist).

2.4.2.8.1.6. **(Added-2BW)** Ground emergency details.

2.4.2.8.1.7. **(Added-2BW)** Safety hazards or violations.

2.4.2.8.1.8. **(Added-2BW)** Aircraft divert information.

2.4.2.8.1.9. **(Added-2BW)** Pattern congestion problems.

2.4.2.8.1.10. **(Added-2BW)** Agency contacted and time for START Notification, as required.

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-2BW)** The SOF will be the primary member to determine the BAFB Bird Watch Condition IAW BAFBI 91-212, *Bird/Wildlife Aircraft Strike Hazard Plan*. In the absence of the SOF the Air Traffic Control Watch Supervisor, Airfield Management, USDA Wildlife Services, or Flight Safety (2 BW/SEF or 307 BW/SEF) may change the BAFB Bird Watch Condition.

2.4.2.10.1. **(Added-2BW)** Ensure that Automated Terminal Information System is updated with current Bird Watch Condition and all pattern aircraft are notified.

2.4.2.11. **(Added-2BW)** Prioritize attention and activities based on [Table 2.3](#) and advise the tower watch supervisor which aircraft in the local flying area have pattern/taxi/takeoff priority if conflicts arise.

Table 2.3. (Added-2BW) BAFB Pattern Priority.

Priority	Pattern Aircraft
1	Special Airlift Mission
2	National Airborne Operations Center (NAOC)
3	IFEs (not requiring immediate landing)
4	B-52 Checkrides
5	B-52 Formal Training Unit (FTU) syllabus sorties
6	B-52 Weapons Instructor Course (WIC) syllabus sorties
7	B-52 CT sorties
8	Transient/TDY aircraft

2.4.2.12. **(Added-2BW)** Use the checklists provided in the SOF binder/web page. In instances where specific instructions are not provided, the SOF is expected to apply experience, judgment, and initiative to prevent incidents and to overcome problem areas or miscommunications between aircrew and controlling agencies.

2.4.2.13. **(Added-2BW)** Monitor continuation sortie crew changes. For multiple continuation sortie crew changes, coordinate with the squadrons and the Maintenance Operations Center for alternate changeover locations when required to ensure that taxiways and hammerheads remain clear.

2.4.2.14. **(Added-2BW)** Monitor and visually inspect all 2 BW aircraft when they are taxiing for launch. See SOF Normal Duty Checklist. Notify the aircrew of any discrepancies observed.

2.4.2.15. **(Added-2BW)** Monitor transient aircraft in the local flying area when concurrent with 2 BW local scheduled flying. Coordinate with 307 OG SOF/Top-3, when applicable. Transient aircraft who arrive/depart outside the local flying window may request SOF support. OG/CC will determine appropriate response of 2 BW assets on a case-by-case basis.

2.4.2.16. **(Added-2BW)** Transient Aircraft.

2.4.2.16.1. **(Added-2BW)** Approve/disapprove BAFB pattern transition requests made by transient aircraft while on duty.

2.4.2.16.2. **(Added-2BW)** Advise the tower watch supervisor to direct transient aircraft to full-stop or depart the pattern when the transients congest the pattern and adversely impact priority missions or aircraft.

2.4.2.17. **(Added-2BW)** Ensure runway sweeps are accomplished when required IAW AFMAN 11-2B-52V3_BAFBSUP. Notify the tower watch supervisor and Airfield Operations at least 15 minutes prior to the required runway sweep.

2.4.2.18. **(Added-2BW)** Large Force Departures.

2.4.2.18.1. **(Added-2BW)** SOFs will read and adhere to guidance in Large Formation Departure (LFD) LOA with local Air Traffic Control facilities during applicable alert exercises.

2.4.2.18.2. **(Added-2BW)** In the event of safety of flight or abnormality during ground or flight activities, the SOF has the authority to terminate the LFD IAW the LOA. The SOF will use their best judgement to determine whether to “KNOCK IT OFF” or “TERMINATE.” The SOF will transmit this on the LFD SOF frequency, 250.250, unless otherwise coordinated during the exercise.

2.4.2.19. **(Added-2BW)** Review the SOF read file on the 2 OG/OGV SOF SharePoint® or PEX when assuming duty in accordance with the SOF checklist.

2.4.2.20. **(Added-2BW)** Adhere to the following communications procedures:

2.4.2.20.1. **(Added-2BW)** The cell phone (text/voice) is the primary means of communication between the SOF, Top 3 and OG/CC. In the event cell phone communication is not available, telephone, relay through command post, land mobile radio, and email (in priority order) are alternate means of communication.

2.4.2.20.2. **(Added-2BW)** The telephone is the SOFs primary means of communication with 2 BW/CP.

2.4.2.20.3. **(Added-2BW)** SOFs will not reprogram the preset frequencies on the SOF vehicle radios.

2.5. Operations Supervisor (Ops Sup)/Top 3. SQ/CCs will ensure that all individuals, approved by the OG/CC, are annotated on the squadron certification document (e.g. letter of X's or other MAJCOM approved method of tracking certifications). **(T-3)** SQ/CC and operations officer decision authority may be delegated to this position to make operations-related decisions and recommendations. **(Added-2BW)** 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 (T-2).

2.5.1. Ops Sup/Top 3 will:

2.5.1.1. Be on duty when required by **Table 3.1. (T-3)**

2.5.1.1.1. **(Added-2BW)** Additionally, be on duty per **Table 3.3** or as directed by the OG/CC, SQ/CC, or SQ/DO.

2.5.1.1.2. **(Added-2BW)** The 2 BW utilizes a single Top 3 call sign, "FORTRESS," when operations other than generations are being conducted out of the Integrated Operations Center.

2.5.1.2. Be available to assist the SOF and aircrew. **(T-2)**

2.5.1.2.1. **(Added-2BW)** At the beginning of the shift, print the daily flying schedule from PEX and the updated transient PPR log from the Airfield Status Slides on the OSA SharePoint® for the SOF.

2.5.1.2.1.1. **(Added-2BW)** Run the applicable checklists in the Top 3 Binder.

2.5.1.3. 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-2)**

2.5.1.4. 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-3)** 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. **(Added-2BW)** If a sortie needs to be cancelled ensure the recommendation is routed through SQ/CC or SQ/DO prior to being routed to OG/CC.

2.5.1.4.1. Ensure the SOF is advised of any changes or deviations to the squadron's flying schedule. **(T-2)**

2.5.1.4.2. Ensure electronic scheduling and tracking systems are updated to include changes to and deviations from the daily flying schedule. **(T-3)**

2.5.1.4.3. Be the primary liaison between operations and maintenance during the execution of the flying schedule. **(T-3)**

2.5.1.4.4. **(Added-2BW)** Inform OG/CC of changes via the OG/CC notification checklist in the Step Desk binder.

2.5.1.5. Ensure crews are briefed on the following:

2.5.1.5.1. Aircraft/heliport and airfield status and configuration. **(T-2)**

2.5.1.5.2. Scheduled and available airspace. **(T-2)**

2.5.1.5.3. Applicable weather for locations that aircrew are flying. **(T-2)**

2.5.1.5.4. Significant local hazards. (T-2)

2.5.1.5.5. Additional items as defined in the unit supplement to this instruction. (T-3)

2.5.1.6. Prepare, at squadron commander's discretion, a daily log to aid in tracking operations and major events. Log format and content is defined by the unit supplement.

2.5.1.6.1. (Added-2BW) The SOF is primarily responsible for completing the log IAW [paragraph 2.4.2.8.1](#).

2.5.1.7. 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-2)

2.5.1.7.1. (Added-2BW) Email the SQ/CC and DO of the squadron involved in the unusual situation, in-flight emergency, weather divert or other event within 30 minutes of the event. Include the time of occurrence and all applicable data passed from the affected aircrew.

2.5.2. (Added-2BW) The Top 3 is responsible to the OG/CC, but works for the SQ/CC. The Top 3 will coordinate with the SOF for issues relating to scheduling, aircrew, etc.

2.5.2.1. (Added-2BW) Only individuals on the 2 OG Top 3 MFR may sign flight authorizations.

2.5.2.2. (Added-2BW) Squadron leadership forwards Top 3 nominations to OGV for inclusion into the group Top 3 MFR to be approved by the OG/CC.

2.6. Mission Support Group Commanders. will maintain, upgrade and repair the applicable SOF facilities, equipment, and vehicles if a SOF vehicle is available. (T-2)

2.7. (Added-2BW) 2 OSS:

2.7.1. (Added-2BW) Airfield Operations will provide the SOF and the tower a detailed listing of all scheduled Prior Permission Required flights daily.

2.7.2. (Added-2BW) Vehicle NCO will ensure the SOF vehicle is maintained and act as the liaison with vehicle maintenance.

2.7.3. (Added-2BW) 2 OSS/OSO will apportion daily SOF manning shifts among the flying squadrons.

2.7.4. (Added-2BW) 2 OSS/OSW will keep the SOF informed of adverse weather in the local flying area and at primary divert bases.

2.8. (Added-2BW) Flying Squadrons:

2.8.1. (Added-2BW) Schedule SOFs/Top 3 when directed by 2 OSS/OSO IAW [Table 3.1](#) and [Table 3.3](#) and annotate them on the flying schedule. Typically, one SOF needs to be scheduled per flying window. However, if flying window exceeds 10 hours, consider scheduling two qualified SOF/Top 3 personnel. During times of increased ops tempo, it may be beneficial to schedule an additional aircrew member to aid the SOF or SOF/O.

2.8.2. (Added-2BW) Include SOF and Top 3 certification notations on squadron Letter of X's.

2.8.3. (Added-2BW) Ensure the Integrated Operations Center is manned with appropriate personnel (e.g. 1C, duty dog (as required), scheduler, or Information Control Officer) from one hour prior to the first 2 BW aircraft launch or until cleared off by the Top 3.

2.8.4. **(Added-2BW)** The 1C (SARM) and Top 3 will coordinate and verify all SOFs during that day's flying window are current to perform SOF duties IAW **Table 5.1**, signed off all FCIFs and SIIs, and if under a duties not including flying (DNIF) status IAW **paragraph 5.4.3**.

2.8.4.1. **(Added 2BW)** In cases of non-standard contingency operations or any flying outside normal hours (i.e off-station/weekend returns), the SOF scheduled during this period will check their currencies IAW **paragraph 2.8.4** with their squadron SARM NLT the last business day prior to their shift.

2.9. (Added-2BW) 2 BW/CP. will advise SOF of any unscheduled activity in the local flying area.

2.10. (Added-2BW) 2 BW Flight Safety (2 BW/SEF). will develop the Bird Aircraft Strike Hazard guidance for SOFs.

2.11. (Added-2BW) 2 OG/OGV:

2.11.1. **(Added-2BW)** Be responsible for the SOF program.

2.11.2. **(Added-2BW)** Build and maintain the SOF Read File.

2.11.3. **(Added-2BW)** Update the SOF checklist on an annual basis.

2.11.4. **(Added-2BW)** Produce the SOF and Top 3 Letter.

2.12. (Added-2BW) 307th Bomb Wing (307 BW). Will schedule a Duty Instructor Pilot to be available 30 minutes before first engine start to last engine shutdown for any 2 BW/307 BW sortie.

2.12.1. **(Added-2BW)** The Duty Instructor Pilot (call sign "SWAMP FOX") will:

2.12.1.1. **(Added-2BW)** Serve as a B-52 systems expert to advise aircrew, SOF, Top 3, and the OG/CC during in-flight emergencies or other abnormal situation to include recommended aircraft configuration on final approach, type of approach to be flown, landing data or any other relevant aircraft data and rollout recommendations.

2.12.1.2. **(Added-2BW)** Be available by either telephone, land Mobile radio or ultra- high frequency for in-flight emergency support.

2.12.1.3. **(Added-2BW)** Carry the Duty Instructor Pilot cell phone or contact 2 BW/CP with contact information (name and phone number) while on duty.

2.13. (Added-2BW) SOF/O Operations . See **para 1.1.2** for definition of a SOF/O. Reference para **2.4 and 2.5** for the functions of this combined duty. Examples of when to use a SOF/O include single squadron flying and low flying ops tempo. This combined duty position is only permitted for conditional use when written approval is given by the Operations Group Commander (OG/CC) or Deputy (OG/CD) and should be briefed during the pre-165 scheduling meeting. If guidance between these positions (SOF and Ops Sup) contradicts another, the more restrictive guidance takes precedence.

2.13.1. **(Added-2BW)** When on duty, the SOF/O is a group-level position and is the direct representative of the OG/CC. The SOF/O is the focal point for command and control of flight operations. OG/CC decision authority is delegated to this position to accomplish the mission. Individuals deemed qualified by the squadron commander and approved by the OG/CC will fill the SOF/O position.

2.13.2. **(Added-2BW)** SOF/O will:

2.13.2.1. **(Added-2BW)** Assume the responsibilities laid out in paragraphs 2.4 and 2.5.

2.13.2.2. **(Added-2BW)** Establish contact with the Tower Sup (456-4065) at the start of their shift, relay that SOF/O operations are in effect, and provide a contact number for any SOF/Tower Sup coordination.

2.13.2.3. **(Added-2BW)** Comply with **Table 3.1** and **Table 3.3** for duty location, but exercise sound judgement in determining the most advantageous location to execute their responsibilities.

2.14. (Added-2BW) Deficiency Reporting Program. All SOFs, Top 3, aircrew, and other agencies associated with the Operations Supervision program will report perceived or actual deficiencies regarding equipment (radios, facilities, computers, etc.) immediately to 2 OG/OGV. OGV will notify the OG/CC and coordinate corrective action. SOFs will normally report deficiencies via the SOF report email. Problems which directly impact safety will be reported immediately to the OG/CC.

2.14.1. **(Added-2BW)** Equipment. SOFs will report equipment problems to the appropriate POC listed in **Table 2.4** and copy 2 OG/OGV via email. Include equipment deficiencies and trouble ticket numbers, if applicable, on the SOF report.

Table 2.4. (Added-2BW) Equipment POCs.

Equipment	POC
Primary/Secondary Tower Radio	ATC watch supervisor & 2 CS Comm Focal Point (456-4065/2666)
SOF Vehicle	2 OSS VNCO (456-3656)
SOF Vehicle Radio	2 OSS VNCO & 2 CS Comm Focal Point (456-3656/2666)
SOF/Ops Sup Computer	2 CS Comm Focal Point (456-2666)
LMR	2 CS Comm Focal Point (456-2666)
IOC/SOC Radios	2 CS Comm Focal Point (456-2666)

2.15. (Added-2BW) SOF Vehicle.

2.15.1. **(Added-2BW)** Service and Maintenance. Opening SOFs will perform a daily vehicle inspection upon assumption of duty and annotate in the AF Form 1800, *Operator's Inspection Guide and Trouble Report*. The first SOF of the month will perform a tire pressure check and annotate on the AF Form 1800.

2.15.1.1. **(Added-2BW)** If non-time critical discrepancies are found, enter the information on the AF Form 1800, notify the 2 OSS Vehicle NCO and enter on the daily SOF report.

2.15.1.2. **(Added-2BW)** If immediate maintenance concerns are discovered (i.e. vehicle will not start or is otherwise inoperable), coordinate with the 2 OSS Vehicle NCO (during duty hours) or 2 LRS Transportation (456-4084) (before or after duty hours) for maintenance or an alternate vehicle.

2.15.2. **(Added-2BW)** SOF Vehicle Equipment. Opening SOFs will inventory and ops check SOF Vehicle Equipment IAW SOF Checklists. The equipment includes: ultra-high frequency radio, scanner, binoculars (to remain in the vehicle during the tour), ear protection, reflective belt, and flashlight.

2.15.3. **(Added-2BW)** The SOF vehicle is for official use only. It may be used to access any dining facility on the main base while on duty.

Chapter 3

OPERATIONS MINIMUM SUPERVISION REQUIREMENTS

3.1. Overview . This chapter identifies the minimum flying unit supervisory requirements depending on types of operations involved. (Additional requirements can be defined in the unit supplement).

Table 3.1. 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
<p>Notes:</p> <ol style="list-style-type: none"> 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. 		

3.2. 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, 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.

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

3.4. 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.

3.4.1. **(Added-2BW)** Deployed Operations will follow guidance outlined in the Forward Operating Location Supplement to AFI 11-418, if one is published.

3.4.2. **(Added-2BW)** If no guidance exists, the following may be considered as an approximate guide and modified to suit operational requirements.

Table 3.2. (Added-2BW) Deployed SOF / Ops SUP Guide.

Organization	Contact info / POC / Notes (as required)
Airfield Manager	DSN / Cell:
Tower Controller	DSN / Cell:
Airfield Operations	DSN / Cell:
Fire Department	DSN / Cell:
Security Forces	DSN / Cell:
Weather Facility	DSN / Cell:
Transportation	DSN / Cell:
B-52 Ops Leadership	DSN / Cell:
B-52 Mx Leadership	DSN / Cell:

3.5. (Added-2BW) 2 BW Minimum Supervision Requirements. Table 3.3 further establishes 2 BW minimum scheduling and location requirements for flying unit supervision.

3.5.1. (Added-2BW) **“Provided”** for reach back – Top 3 and Duty Instructor Pilot must be able to be contacted by either 2 BW/CP or off station location (when providing reach back).

3.5.2. (Added-2BW) **Generations.** During exercise or real-world generations, a single Top 3 (call sign “SWAMP KING”) will serve for the generation mission. During any 2 BW scheduled flying during generations, an additional Top 3 may be scheduled for duty.

3.5.3. (Added-2BW) **“Local Flying Area Operations”** Defined as any 2 BW aircraft flying within 200 nautical miles of BAFB and/or any weather within 20 miles that is affecting or will affect BAFB flight operations.

Table 3.3. (Added-2BW) 2 BW Minimum Flying Unit Supervision Requirements.

Type of Operation	SOF Location	Top 3 Location	DIP Locations
Daily Flying Ops	Duty Location ¹	Duty Location ^{1,4}	Available
On-going Off-Station Sorties	Not Required	Not Required	Not Required
Out of Local Area Ops	Duty Location ¹	Available ⁴	Available
Deploy / Redeploy +	Duty Location ^{1,2}	Available	Available
Generations	As Required	On Ramp	As Required
Operational Check Flight / Functional Check Flight	As Required ⁵	As Required ⁵	As Required ⁵

Notes:

+ Includes requirements for Cross Country departure/return.

“**As Required**” – OG/CC or his designated representative will determine if the supervisory position will be staffed.

“**Not Required**” – Individuals need not be scheduled for the position.

“**Available**” – Primary supervisor can be reached immediately by 2 BW/CP by phone or Land Mobile Radio. SOFs will be on base and able to reach the flight line or tower within 5 minutes.

1. SOF duty locations vary throughout the flying day. The SOF should position himself/herself in the most advantageous position to execute their responsibilities. These positions include the SOF vehicle, Tower, and Integrated Operations Center (IOC). Top 3 duty locations are (Primary) IOC and (Secondary) Squadron Operations Center (SOC). The SOF may leave their duty location during periods of out of Local Area Ops or during certain abnormal operations (e.g. loss of Tower comms).

2. A SOF will be scheduled to recover or launch aircraft associated with a deployment or cross country sortie if those sorties are not coincident with other 2 BW flying activity.

3. During periods when there are only limited sorties scheduled by a single squadron (e.g. a Saturday departure to an air show), the Top 3 may act as SOF if current.

4. Top 3 remains at the IOC/Squadron Operations Center, as required, until last crew has departed the local area and must be “Available” until last scheduled activity (not including transition at BAFB). Proper coordination to allow airborne aircrew Beyond Line of Sight reach back capability is required.

5. OG/CC will determine supervision requirements / duty locations during pre 21-165 meetings.

Chapter 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.

4.1.1.1. **(Added-2BW)** The SFA will not be used at BAFB. Communication between the SOF/Duty Instructor Pilot and the in-flight emergencies aircrew will normally be over 2 BW/CP frequency (Ultra-High Frequency 311.0). Communication between the SOF, Duty Instructor Pilot, and the OG/CC may be conducted via cellphone, landline or the land mobile radio as required. See the SOF checklists for land mobile radio channels.

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.

4.1.5.1. **(Added-2BW)** The Fire Chief (call sign "CHIEF TWO"), once on scene, will become the 'incident commander.' CHIEF TWO will be the termination authority for all in-flight emergencies and will:

4.1.5.1.1. **(Added-2BW)** Coordinate with the 2d Maintenance Group Commander (2 MXG/CC) and 2 OG/CC if necessary, before terminating the in-flight emergency.

4.1.5.1.2. **(Added-2BW)** Ask the crew verbally or on 311.0 if any further assistance is needed before terminating the in-flight emergency.

4.1.5.1.3. **(Added-2BW)** Terminate the in-flight emergency on 311.0 and the Crash Net, once assured there is no danger to the aircraft or crew.

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-2BW) 2BW Additional Responsibilities for IFEs.

4.3.1. (Added-2BW) The SOF will:

4.3.1.1. (Added-2BW) Aid the in-flight emergency aircrew as necessary by monitoring and clarifying recovery game plan. The SOF is integral to the safe recovery of an in-flight emergency aircraft and crew.

4.3.1.2. (Added-2BW) Monitor the in-flight emergency approach and landing from the most advantageous duty location. Provide the OG/CC with periodic updates to include landing and IFE termination when time and conditions permit.

4.3.1.3. (Added-2BW) Coordinate with airfield operations for runway sweeps IAW [paragraph 2.4.18](#).

4.3.1.4. (Added-2BW) Ensure proper coordination between supervision and base agencies during emergencies. Advise/assist the OG/CC and Top 3 as required.

4.3.1.5. (Added-2BW) Act on behalf of the OG/CC when time critical or unable to contact OG/CC.

4.3.1.6. (Added-2BW) Notify Wing Weapons Officer of any aircraft with any type of weapons malfunctions and/or issues prior to landing.

4.3.2. (Added-2BW) The Duty Instructor Pilot will:

4.3.2.1. (Added-2BW) Determine the nature of the in-flight emergency, aircraft status, the crew's intentions and ETA. Based on this information, pass an initial assessment to the OG/CC.

4.3.2.2. (Added-2BW) If aircrew requires assistance, report to either Tower, Command Post or location with ultra-high frequency radio contact with in-flight emergency aircraft.

4.3.2.3. (Added-2BW) Ensure that the crew has a good plan and has considered and completed all relevant issues/actions/checklists.

4.3.2.4. (Added-2BW) Pass all appropriate landing data. Also, review aircrew recovery game plan with the aircrew and SOF.

4.3.2.5. (Added-2BW) Notify the SOF when landing data and other information has been exchanged and no further issues exist. Upon notification, SOF will coordinate the recovery.

4.3.2.6. (Added-2BW) Monitor the situation until the aircraft is safely on the ground and in-flight emergency has been terminated.

4.3.3. (Added-2BW) 2 BW/CP will act as the central source for information during an in-flight emergency. 2 BW/CP notifies all appropriate agencies of an impending in-flight emergency via the Crash Net.

Chapter 5

SUPERVISOR OF FLYING (SOF) GUIDANCE

5.1. SOF/ATC Relationship: Note: Unless noted otherwise, this guidance applies to the Ops Sup/Top 3 when a SOF is either unavailable or not used.

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.

5.1.1.1. **(Added-2BW)** SOFs will provide information to Air Traffic Control that helps sequence traffic IAW **Table 2.1**.

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).

5.1.3. **(Added-2BW)** When the SOF is not in the tower, the Air Traffic Control watch supervisor may be contacted via Tower frequency on the land mobile radio (non-discrete) or phone (456-4065).

5.1.4. **(Added-2BW)** Additional SOF guidance:

5.1.4.1. **(Added-2BW)** The oncoming SOF should arrive at least 15 minutes early to facilitate changeover. The oncoming SOF will remain on duty until the last 2 BW aircraft has parked and shut down engines.

5.1.4.2. **(Added-2BW)** SOFs will be cognizant of early morning takeoffs and be at the duty location for activity prior to scheduled changeover.

5.1.4.3. **(Added-2BW)** Opening SOFs will pick up the SOF equipment bag from the IOC step desk. Closing SOFs will return the vehicle, as required, to airfield management, and equipment bag to the IOC step desk.

5.1.4.4. **(Added-2BW)** Duty shift changeover locations will be determined by the sitting SOF. Oncoming SOFs should contact the SOF via telephone to establish the appropriate changeover location and time. Oncoming SOFs will run the opening and changeover checklists as required.

5.1.4.5. **(Added-2BW)** When the last 2 BW aircraft has recovered and shut down engines, the SOF may depart duty location and enter standby status when:

5.1.4.5.1. **(Added-2BW)** airfield operations and 2 BW/CP have been provided with the SOF's contact information.

5.1.4.5.2. **(Added-2BW)** 2 BW/CP has been told to notify the SOF of any abnormal operations on the ramp or transient aircraft activity.

5.2. Duty Hours:

5.2.1. Prior to beginning supervisory duties, the SOF will meet crew rest requirements as directed by AFMAN 11-202V3, as supplemented.

5.2.1.1. **(Added-2BW)** There is no crew rest requirement for Top 3, but OG/CC should be informed if the Top 3's judgement may be impaired due to external factors.

5.2.1.2. **(Added-2BW)** The maximum duty day for the Top 3 is 16 hours. The SQ/DO, or higher, may extend the Top 3's duty day beyond 16 hours on a case-by-case basis. Top 3's duty hours are 1 hour before first crew brief for 2 BW assigned aircraft until last scheduled activity (not including transition at BAFB).

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 individual SOF duty up to 16 hours on a case-by-case basis.

5.2.3. The SOF will be at the prescribed duty location IAW **Table 3.1** not later than 30 minutes prior to first takeoff in order to complete required duties in **paragraph 2.4. (T-3)**

5.2.3.1. **(Added-2BW)** The SOF will be on duty at least 2 hours before the first 2 BW launch, as indicated by 2 OSS/OSO on the Patriot Excalibur schedule, and at a duty location specified in **Table 3.3**. NLT 30 minutes prior to first scheduled engine start.

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-2BW)** The primary SOF duty location is the tower for all aircraft operations. This does not prevent the SOF from using an alternate location (e.g. the SOF truck) to better supervise operations. The primary Top 3 duty location is the Integrated Operations Center until crew step. The primary duty location for the SOF/O is the Integrated Operations Center.

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.

5.4. Certification:

5.4.1. SOF nominees will have proven maturity, judgment and supervisory ability. SOF nominees must be combat mission ready (CMR) or basic mission capable (BMC) in a unit aircraft. **(T-2)**

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 are maintained in accordance with **paragraph 5.6**.

5.4.1.2. **(Added-2BW)** 2 OG minimum requirements for SOF nomination are: CMR/BMC A-coded Pilot, CMR/BMC Weapon Systems Officer (WSO), CMR/BMC Electronic Warfare Officer and Dual-Qual WSOs with a minimum of 90 B-52 sorties, or recommended by SQ/CC and approved by the OG/CC.

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 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.

5.4.4.1. **(Added-2BW)** A sample decertification memo is on the OGV SOF SharePoint®.

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-3)**

5.4.5.1. **(Added-2BW)** To be an Instructor SOF, individuals must be a current and certified SOF and either an Instructor Pilot, an Instructor Weapons Systems Officer, an Instructor Electronic Warfare Officer or SOF certified for at least one year.

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 individual's training folder that approves SOF duties. **(T-1)** 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)**

5.5.1.1. **(Added-2BW)** SOF training, certification, and recertification (if required) will be documented and kept in the individual's training folder. Templates are located on the OGV SOF SharePoint®. SOF certification will be reflected on the squadron "Letter of Xs".

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-3)**

5.5.2.1. **(Added-2BW)** Squadron leadership forwards Top 3 nominations to 2 OG/OGV for inclusion into the Top 3 letter to be approved by the 2 OG/CC.

5.5.2.2. **(Added-2BW)** Nominated Top 3's will accomplish the Top 3 upgrade as outlined on the Top 3 Training Checklist. Checklist templates are located on the 2 OG/OGV SharePoint®.

5.5.2.3. **(Added-2BW)** The completed Top 3 Training Checklist will be maintained in the individual's training folder.

5.5.3. All SOF candidates will receive an interview and briefing from the OG/CC on responsibilities, personal philosophy and expectations. **(T-3)** 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-3)** 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-2)**

5.5.4.2. Operation of all SOF equipment and radios. **(T-2)**

5.5.4.3. At least one exercise CONFERENCE HOTEL procedures. **(T-2)**

5.5.4.4. A review of publications and directives available to the SOF. **(T-2)**

5.5.4.5. If utilized, operation of SOF vehicle (may require a flight line permit/license). **(T-2)**

5.5.4.6. Successful handling of a flameout/precautionary landing (actual or simulated). **(T-1)**

5.5.4.7. Procuring/observing weather (to include forecaster duties and priorities) information. **(T-2)**

5.5.4.8. Approach/departure control information. **(T-2)**

5.5.4.9. Tower operations. **(T-2)**

5.5.4.10. Conduct a thorough review of CONFERENCE HOTEL procedures on SharePoint® **(T-2)** See [paragraph 6.1](#) for a link to the website.

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 Driver's License. **(T-3)** 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.

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 including an actual exercise CONFERENCE HOTEL procedure. **(T-2)** 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.

5.5.6.1. **(Added-2BW)** 2 OG aircrew that were previously qualified as SOF and possess a copy of their previous qualification checklist/certification or LOX may reduce the requirements to become SOF qualified at BAFB. The minimum recertification requirements are as follows and will be documented on the SOF training checklist and will be kept in the individual's training folder:

- 5.5.6.1.1. **(Added-2BW)** Obtain flight line driver's license.
- 5.5.6.1.2. **(Added-2BW)** Complete SOF Training Self Study.
- 5.5.6.1.3. **(Added-2BW)** Review initial SOF academics with any SOF instructor.
- 5.5.6.1.4. **(Added-2BW)** Complete SOF exam.
- 5.5.6.1.5. **(Added-2BW)** Complete a 1-hour SOF buddy tour with an instructor SOF emphasizing local procedures.
- 5.5.6.1.6. **(Added-2BW)** Complete OG/CC or CD interview.
- 5.5.6.1.7. **(Added-2BW)** Attach a copy of previously qualified letters to 2 BW completed checklist.

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.

5.6.1.2. **(Added-2BW)** SOF duties performed at locations other than Barksdale will update SOF currency. However, SOFs exceeding 90 days since their last Barksdale tour must review the local procedures checklists and accompany a current and certified SOF for a 1-hour supervised tour at Barksdale prior to accomplishing SOF duties on their own.

5.6.2. Individual squadrons will track SOF currencies. **(T-2)** Note: Aviation Resource Management System preferred.

5.6.2.1. **(Added-2BW)** SOF currency will be tracked in ARMS. Individuals are responsible for maintaining and ensuring proper tracking of SOF currency.

5.6.3. To regain currency, as a minimum, accomplish a 1-hour supervised tour with a current and certified SOF. **(T-2)**

5.6.3.1. **(Added-2BW)** **Table 5.1** lists required actions to maintain or regain SOF currency.

Table 5.1. (Added-2BW) SOF Currency.

Situation	Actions
Current SOF wanting to update currency	Accompany the scheduled SOF for a 1 hour tour at the primary duty location
Noncurrent < 120 days (< 180 days since last tour)	<ol style="list-style-type: none"> 1. Review SOF Procedures with a Deputy SOF Program Manager 2. Accompany the scheduled SOF for a 1 hour tour at the primary duty location
SOFs noncurrent > 120 days (> 180 days since last tour)	Recertify IAW para 5.5.6

5.6.3.2. **(Added-2BW)** SOFs whose currency has been expired for greater than 90 days will be recommended for decertification. Record of the decertification will be maintained in the individual's training folder until successful completion of the SOF recertification.

5.6.3.3. **(Added-2BW)** There is no currency for Top 3.

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). **(T-3)** 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.

5.8.1.1. **(Added-2BW)** The 2 OG OPR for the SOF/Top 3 program is 2 OG/OGV.

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)**

5.8.2.11. Develop and administer a schedule for monthly validation of all CONFERENCE HOTEL contact information for all base-assigned aircraft.

5.8.2.11.1. **(Added-2BW)** 2 OG/OGV will verify the CONFERENCE HOTEL contact information, via the AFI 11-418 directed SharePoint®, at least once a month. If the contact information has changed, 2 OG/OGV will update the hard copy and electronic version of the SOF checklist.

5.8.3. **(Added-2BW)** Deputy SOF Program Managers. Each squadron will have a Deputy SOF Program Manager. The Deputy SOF Program Manager duties include:

5.8.3.1. **(Added-2BW)** Liaison officer between the squadron and OGV concerning SOF issues.

5.8.3.2. **(Added-2BW)** Proactively monitoring SOF tour currencies and certifications for their respective squadrons. Deputy SOF Program managers are responsible for notifying the SOF Program Manager of circumstances which may require rescinded SOF certification or decertification.

5.8.4. **(Added-2BW)** Deployed Unit Procedures. The deployed commander will designate a deployed SOF Program Manager who will be responsible for training, certification, and documentation of the deployed SOF program IAW host base requirements.

5.8.4.1. **(Added-2BW)** The deployed SOF Program Manager will contact the host base unit for supervision requirements. If no Forward Operating Location Supplement exists, the deployed commander may adapt this supplement to operations in the Forward Operating Location but should do so in writing.

5.8.4.2. **(Added-2BW)** SOF certifications accomplished while deployed must meet AFI 11-418 requirements and will be documented.

Chapter 6

CONFERENCE HOTEL

6.1. Conference Hotel Procedures. The initiation of a CONFERENCE HOTEL makes aircraft specialists accessible to the SOF or Ops Sup and aircrew, 24 hours a day and 7 days a week, when in-flight situations pose systems-related questions that cannot be answered at the local level. CONFERENCE HOTEL procedures put the OG/CC, SOF or Ops Sup/Top3 directly in contact with a representative from the Air Force Life Cycle Management Center (AFLCMC), the Wright-Patterson program office, or the contractor. The AFLCMC representatives are the most knowledgeable maintenance and engineering personnel for each weapons system and as such, aircrew are urged to take advantage of this expertise and initiate a CONFERENCE HOTEL, by any means (DSN, commercial phone or cellular), for additional assistance on board your aircraft.

6.1.1. **(Added-2BW)** The OG/CC, in consultation with the SOF and Duty Instructor Pilot, will determine if CONFERENCE HOTEL procedures will be initiated.

6.2. Mission Design Series (MDS) Specific CONFERENCE HOTEL Details. AFLCMC representatives, the Wright-Patterson program office of the contractor are listed by MDS at the following link on ACC SharePoint® under File Cabinet on the left side of website: <https://usaf.dps.mil/sites/ACC-A3/A3T/A3TV/CONFERENCE%20HOTEL%20Procedure/Forms/AllItems.aspx?viewpath=%2Fsites%2FACC%2DA3%2FA3T%2FA3TV%2FCONFERENCE%20HOTEL%20Procedure%2FForms%2FAllItems%2Easpx%2E>. Note: If unable to access SharePoint®, contact Numbered Air Force Standardization/Evaluation (Stan/Eval) offices for the most current information.

6.3. Emergency Assistance Numbers. The contractor, program office or Air Force Life Cycle Management Center numbers on 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.

6.4. Call Initiation. To initiate CONFERENCE HOTEL, contact the appropriate facility in accordance with Table A1, listed on SharePoint®, and provide the following information:

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

6.4.2. Caller's name and telephone number/base.

6.4.3. Type aircraft.

6.4.4. Nature of problem. In all cases, stress to the person(s) contacted that the problem involves an "airborne emergency" and technical assistance is needed.

6.5. CONFERENCE HOTEL. Lead MAJCOMs are responsible for keeping CONFERENCE HOTEL information updated, and ensuring all CONFERENCE HOTEL agencies and personnel listed are properly trained on their involvement. MAJCOMs will check information biannually and update it as needed. Additionally, Lead MAJCOMs will ensure all their listed CONFERENCE HOTEL agencies and officers have locally developed procedures to ensure roster updates are completed no less than 48 hours after change.

6.6. 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)**

6.7. Updates. 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. **(T-1)** ACC/A3TV will then issue a Flight Crew Information File (FCIC) including the updated information. A monthly validation of all CONFERENCE HOTEL contact information for all base-assigned MDSs will be accomplished by the units. **(T-1)** If units discover updated CONFERENCE HOTEL contact information differs 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)**

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

6.9. Publications/Electronic Flight Bag (EFB). CONFERENCE HOTEL procedures will be included in local training aids and publications, to ensure rapid access to procedures for use on the ground or in-flight. **(T-2)**

6.10. Training Requirements:

6.10.1. Initial certification and recertification (includes newly assigned personnel) as SOF will include a requirement to conduct at least one exercise using CONFERENCE HOTEL procedures. Location will be at the duty location for the position. **(T-2)** When the Top-3 is fulfilling the role of the SOF position (e.g., SOF is not required IAW [Table 3.1](#) or when the SOF is a different MDS) the Top-3 will be trained in Conference Hotel procedures as required for SOFs.

6.10.2. MAJCOMs will ensure all CONFERENCE HOTEL agencies and personnel listed are properly trained on their involvement. **(T-2)** Additionally, MAJCOMs will ensure all their listed CONFERENCE HOTEL agencies and offices have locally developed procedures to ensure roster updates are completed no less than 48 hours after change. **(T-2)**

6.10.3. Local Installations:

6.10.3.1. Each installation will establish an annual training requirement to ensure ALL aircrew occupying a primary crew position in the cockpit/flight deck, Special Mission Aviators, and loadmasters remain familiar with CONFERENCE HOTEL procedures. Note: ANG/AFR For mobility aircrew, only Pilots and Combat Systems Officers require this annual training. **(T-2)** Training will include CONFERENCE HOTEL procedures to utilize when SOF/TOP-3 communication are not available. **(T-2)** Additional scenarios include, but are not limited to:

6.10.3.2. Cross-country flights

6.10.3.3. CORONET movements

6.10.3.4. Deployed operations

6.10.3.5. Each installation will execute a monthly test of CONFERENCE HOTEL procedures. **(T-2)** Local Stan/Eval will track accomplishment, personnel involved, and time to connect to technical experts. **(T-2)**

6.10.3.5.1. (**Added-2BW**) 2 OG/OGV will conduct and track the monthly testing.

6.10.3.6. Units will provide feedback to their MAJCOM Stan/Eval office on any difficulties or process improvement initiatives noted during the implementation of the above requirements. (**T-2**) MAJCOMS will forward their feedback to ACC/A3TV as soon as possible. (**T-2**) The goal of the feedback is to ensure SOF/Top-3 and aircrews are confident, agile, and quick in performing a CONFERENCE HOTEL.

6.11. Pre-Flight Aircrew Brief. As an aid to enhance flight safety, the value of a CONFERENCE HOTEL will be emphasized with special considerations for how to apply CONFERENCE HOTEL procedures if the flight is outside the local area (CORONET, OCONUS, etc.) (**T-2**) The brief will include the available and the intended means of communication to the MDS engineers depending on the types of MDS and mission (Satellite Communications (SATCOM) via tanker, phone patch, landline to ATC at civil airfields, etc.) to make aircraft specialists accessible to the aircrew.

Chapter 7

UNIT SUPPLEMENTATION

7.1. Unit Supplement. Each unit, that requires a SOF or Ops Sup/Top 3, will provide a supplement to this instruction that, at a minimum, includes the following items:

7.1.1. Designated OPR. Unit organization with a designated OPR of the Operations Supervision program ([paragraph 5.8.1](#)). (T-2)

7.1.2. Alternate SOF/Ops Sup/Top 3 Locations. Alternate SOF locations and specific equipment requirements as well as the extent of the unit operations complex for determining Ops Sup/Top 3 duty location. ([paragraph 5.3](#) and [Table 3.1](#)). Note: ANG/AFR designate both the primary and alternate SOF duty locations ([paragraph 5.3.1](#) and [paragraph 5.3.2](#)). (T-2)

7.1.3. Supervision Requirements. Supervision requirements and duty locations when a functional check flight is airborne ([paragraph 2.2](#)). (T-1)

7.1.4. Read File. Building and maintenance of a SOF read file. (T-2)

7.1.4.1. (Added-2BW) 2 OGV will issues SOF Read Files via FCIF in PEX. Rescinded SOF Read Files will be stored in 2 OGV in the FCIF Part C folder structure on the Shared Drive.

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

7.1.5.1. (Added-2BW) SOF local procedures and checklists can be found in the SOF binder, on individually issued EFBs, and in the SOF subsection of the 2 OGV SharePoint®.

7.1.6. Deployed Procedures. Procedures for how deployed units integrate into host unit operations supervision structure. (T-2)

7.1.7. Leadership Contact. Procedures for base Command and Control personnel to contact unit supervision during flying operations. (T-2)

7.2. Local procedures. Local units shall develop the following procedures:

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

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

7.2.1.2. 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)

7.2.1.3. 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)

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

7.2.3. 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)**

Chapter 8

PROVISIONS

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

8.2. 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.

MICHAEL D. MAGINNESS, Colonel, USAF
Commander, 2d Bomb Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 11-2, *Aircrew Operations*, 31 January 2019 AFMAN 11-202V3, *Flight Operations*, 10 June 2020

(Added-2BW) 11-418, *Operating Supervision*, 22 December 2021

DAFI 33-360, *Publication and Forms Management*, 01 December 2015

(Added-2BW) AFMAN 11-2B-52v3_BAFBSUP, *B-52 Operations Procedures*, 1 July 2021

AFMAN 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 90-802, *Risk Management*, 1 April 2019

(Added-2BW) BAFBI 91-212, *BAFB Strike Hazard (BASH) Management Program*, 23 Mar 2021

(Added-2BW) *Striker Large Formation Departure Letter of Agreement*, 20 May 2021

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-2BW) **2 BW**—2d Bomb Wing

(Added-2BW) **2 BW/CP**—2d Bomb Wing Command Post

(Added-2BW) **2 BW/SEF**—2d Bomb Wing Flight Safety

(Added-2BW) **2 CS**—2d Communication Squadron

(Added-2BW) **2 LRS**—2d Logistics Readiness Squadron

(Added-2BW) **2 MXG/CC**—2d Maintenance Group Commander

(Added-2BW) **2 OG/CC**—2d Operations Group Commander

(Added-2BW) **2 OG/OGV**—2d Operations Group Standardization and Evaluation

(Added-2BW) **2 OSS/OSA**—2d Operations Support Squadron Airfield Management

(Added-2BW) **2 OSS/OSO**—2d Operations Support Squadron Wing Scheduling

(Added-2BW) **2 OSS/OSW**—2d Operations Support Squadron Weather Flight

(Added-2BW) **207 BW**—307th Bomb Wing

ACC—Air Combat Command

AETC—Air Education Training Command

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center **AFMAN**—Air Force Manual

AFPD—Air Force Policy Directive

AFR—Air Force Reserve Command

AFSOC—Air Force Special Operations Command **AMC**—Air Mobility Command

ANG—Air National Guard

AOO—Air operations officer

ATC—Air traffic control

(Added-2BW) BAFB—Barksdale Air Force Base

BMC—Basic Mission Capable

CAF—Combat Air Forces

CMR—Combat Mission Ready

CT—Continuation training

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

DNIF—Duty not involving flying

EFB—Electronic Flight Bag

FM—Frequency modulation

HF—High frequency

IAW—In accordance with

IFE—In-flight emergency

MAF—Mobility Air Forces

MDS—Mission Design Series

OPR—Office of primary responsibility

Ops—Operations

Ops Sup—Operations supervisor

RPA—Remotely piloted aircraft

SATCOM—Satellite Communications

SFA—Single frequency approach

SOF—Supervisor of flying

Stan/Eval—Standardization/evaluation offices

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.

GUARD—Terminology for common VHF/UHF emergency frequencies.

Letter of Xs—A MAJCOM-approved method of tracking aircrew certifications. A Letter of Xs lists the aircrew certifications, and a mark (i.e. X) in the box corresponding to the aircrew member that is certified for an event.

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). (T-2)

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	Wake Turbulence Procedures (increased spacing)
11	Runway closure
12	Anti-hijack
13	Communications search
14	Aircraft dispersal
15	Controlled bailout
16	Hung ordnance
17	Bird condition
18	Controlled jettison
19	Hydrazine spill/exposure
20	Hot brakes
21	Suspected Lasing Incident
22	Aircraft crash
23	Alert force exercise/scramble (if applicable)
24	Contractor/depot emergency telephone numbers
25	Telephone numbers for applicable regional SOFs
26	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

A3.1.6.2.9. Snow and ice equipment 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.