

**BY ORDER OF THE COMMANDER
301 FIGHTER WING**



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301 FIGHTER WING
Supplement**

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OPERATIONS SUPERVISION

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This supplement extends the guidance of Air Force Instruction (AFI) 11-418, 28 February 2020. It contains local information and directives pertaining to operations supervision at the 301st Fighter Wing (301FW), Naval Air Station Fort Worth, Joint Reserve Base (NAS Ft Worth, JRB), Texas. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363 and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. 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.

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.

2.2.3.2. Due to Navy regulations the SOF utilizes a FM radio to contact the ATC watch supervisors in cases were direct communication is required.

2.2.7. An electronic SOF library is available at the Operations/Duty Desk 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. Hard copy aircraft TOs, checklists, in-flight guides, and SOF read/information files are also maintained at the Duty Desk as a backup.

2.2.8. The SOF and Ops Sup/Top 3 primary duty location is the 457 FS operations desk. The alternate duty location is the SOF vehicle.

2.4.2.8. The 457 FS will utilize an events log to track flying operations and major events. The SOF report will include SOF names, time of duty, and a detailed record of all significant airfield, aircraft, and flying related events with the time of occurrence. At the end of the events log, SOFs will include the number of sorties scheduled, sorties flown, and how many sorties were effective for training as scheduled.

2.4.3.5.5. The Ops Sup/Top 3 will utilize both the SOF Step Brief checklist and the SPAD Step Brief PowerPoint briefing. If the network is not available and the digital briefing is not available, the SOF Step Brief Checklist is sufficient. The SPAD Step Brief will include all local area Notice to Airmen (NOTAMs), and notes from the 457 FS Director of Operations (457 FS/DO), 301st Operations Group Standardization and Evaluation (301OG/OGV), 301st Fighter Wing Program Manager (301FW/CVN), 457 FS Weapons and Tactics (457FS/DOW), and 457 FS Information Warfare (457FS/DOIW).

2.4.3.6. The 457 FS events log will include SOF names, time of duty, and a detailed record of all significant airfield, aircraft, and flying related events with the time of occurrence. At the end of the events log, SOFs will include the number of sorties scheduled, sorties flown, and how many sorties were effective for training as scheduled.

2.5. Operations Supervisor (Ops Sup)/Top 3. Ops Sups are recommended by the 457 FS/CC based upon experience and maturity and approved by the 301 OG/CC. The minimum qualification is experienced flight lead (instructor pilot desired). Ops Sups will be designated in a Memorandum for Record (MFR) from the 301 OG/CC and tracked on the 457 FS letter of Xs.

3.1. Proximity. During local flying the SOF/Ops Sup will primarily remain at the Ops Desk. SOF/Ops Sup may relocate to other parts of the Ops building as long as he/she keeps an FM radio on their person at all times. If utilizing the SOF vehicle (alternate location), SOF/Ops Sup will remain within hearing distance of the radios. Once aircraft are no longer in the local area, SOF/Ops Sup are allowed to leave the primary or alternate location as long as they can be reached by phone to be recalled as required.

4.1.1. SFA is unavailable at the NAS Ft Worth JRB due to non-military Radar Approach Control operations. The SOF will communicate with the emergency aircraft on the primary SOF Very High Frequency (VHF/UHF) frequencies. The SOF will communicate with emergency responders using the crash phone at the ops desk and FM radio to communicate with tower.

4.1.2. The 457 FS Squadron Aviation Resource Management (SARM) personnel will notify appropriate agencies and key personnel of an In-flight Emergency and provide situation updates in accordance with the SOF Quick Reaction Checklist. This allows the SOF to devote full attention to the emergency aircraft.

4.1.2.1. **(Added)** The SOF and 457 FS SARM operations technicians will track all on-station unit flying activities and will be the focal point for information during an in-flight emergency.

4.1.5. Only the NAS Ft Worth JRB Fire Chief can terminate emergencies once an aircraft is on the ground. In the event direct communications with the Fire Chief is not possible, NAS Fort Worth JRB Tower will relay pertinent information to the emergency aircraft on ATC frequencies.

5.2.3. The SOF will be on duty no later than 30 minutes prior to the first brief and will be in the primary or alternate duty location 30 minutes prior to first scheduled takeoff and remain on duty until the last aircraft has shutdown.

5.3.1. The SOF's primary duty location is the 457 FS operations desk.

5.3.2. The SOF's alternate duty location is the SOF vehicle.

5.4.5. Any 457 FS SOF is certified to upgrade other aircrew members to SOF.

5.5.1. The 457 FS SOF upgrade program will be documented in the individual's training folder. **Attachment 4** is an example of the upgrade program, but this program can be modified as necessary by the 301 OG/OGV and will be kept on file with 457 FS/DOT. The completed program document will be signed by the 301OG/CC and will be maintained in the upgrading pilot's gradebook.

5.8.1. The OPR for the administration of the program is the 301 OG/OGV.

7.1. 301 OG/OGV is the OPR for administration of the Ops Sup and SOF programs.

7.2. The alternate duty location for both the SOF and Ops Sup is the SOF vehicle. The required SOF equipment will include SOF procedures checklists, Technical Order (TO) 1F-16C-1, TO 1F-16C-1CL-1, the 457 FS Pilot Guide, binoculars, a UHF/VHF multi-frequency radio, and a Frequency Modulation (FM) radio.

7.3. Functional Check Flights (FCFs) should be conducted during normal flying operations when a SOF is scheduled to be on duty. If required, FCFs can be conducted outside of normal duty hours with an Ops Sup available in the squadron building, or the deployed location equivalent.

7.4. 301 OG/OGV is the OPR for maintenance of the SOF Read File located in SOF Book 1. New SOF read files will be emailed out to SOFs and placed in SOF Book 1. When a SOF runs the SOF Step Brief checklist and the SPAD Step Brief PowerPoint briefing, he or she is acknowledging they have read all of the SOF read files.

7.5. Reference SOF Books 1, 2 and 3 located at the 457 FS Ops desk for all SOF checklists, Technical Orders, and the 457 FS Pilot Guide. An electronic SOF library is also located on the local share drive. The 457 FS will utilize an events log to track flying operations and major events. The SOF report will include SOF names, time of duty, and a detailed record of all significant airfield, aircraft, and flying related events with the time of occurrence. At the end of the events log, SOFs will include the number of sorties scheduled, sorties flown, and how many sorties were effective for training as scheduled.

7.6. Deployed units working out of the 457 FS will have an Ops Sup qualified crew member in the building during flying operations.

7.7. Reference SOF Book 1, Section 1, located at 457 FS Ops desk.

7.8. Local CONFERENCE HOTEL procedures. Reference SOF Book 1, Section 25, "Conference Hotel Procedures", located at the 457 FS Ops desk.

7.8.1. Inputs/suggestions for correcting the SOF Program and equipment deficiencies are documented in the Events Log. In addition, it is highly encouraged to go directly to (in person or via email) the Chief of OGV with inputs/suggestions. Corrective action plans and implementation of new procedures are discussed during SOF meetings and annotated in SOF read files.

7.8.1.1. There are no crew rest or maximum duty day requirements for the Ops Sup. The Ops Sup upgrade program letter will be placed in the Ops Sup's gradebook. The Ops Sup upgrade will normally be completed during the SOF upgrade since AFRC is authorized to combine SOF and Ops Sup into one position for qualified individuals.

7.8.1.3. **Attachment 4** and **Attachment 5** are examples of the 457 FS SOF and Ops Sup Upgrade programs. These programs can be modified as necessary by the 301 OG/OGV and will be kept on file with 457 FS/DOT. The completed program document(s) will be signed by the 301OG/CC and will be maintained in the upgrading pilot's gradebook.

7.8.2. The SOF has the authority to cancel flying.

7.8.3. When the SOF requires additional assistance in performing their duties, any qualified SOF may assist.

JOSHUA G. PADGETT, Colonel, USAF
Commander, 301st Operations Group

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(301FW) AFI 11-418, *Operations Supervision*, 28 February 2020

Abbreviations and Acronyms

(301FW) **JRB**—Joint Reserve Base

(301FW) **NAS**—Naval Air Station

(301FW) **NOTAM**—Notice to Airmen

Attachment 4 (Added)**457 FS SOF UPGRADE PROGRAM**

MEMORANDUM FOR 301OG/CC
457FS/DOT

(DATE)_____

FROM: 457 FS/CC

SUBJECT: Supervisor of Flying (SOF) Upgrade Program

A4.1. (PILOT'S NAME) _____ is entered into the SOF Upgrade Program.

Table A4.1. (301FW) SOF Upgrade Checklist.

TRAINING EVENT/MISSION	INITIALS	DATE
1. Duty/Alternate Duty Location and Airfield Familiarization		
2. Operation of SOF Equipment and Radios/SOF Vehicle		
3. Aircraft and Support Agency Contact		
4. Publications and Directives Review		
5. Operation of SOF Vehicle (requires a flight line permit/license)		
6. Successful Handling of an IFE/PL (actual or simulated)		
7. Procuring/Observing Weather		
8. Tower/Approach/Departure/Center Control Information		
9. Crash/Fire/Rescue Operations		
10. Explosive Ordnance Disposal Operations		
11. Airfield Management Operations		
12. Command Post Operations		
13. Obtain Airfield Drivers License - take airfield driving exam on ADLS, Call SSgt Lewis at 301 AMXS and arrange to take Navy Flight Line driving exam (817-782-3368), take graded exam to Navy PAX terminal to get driver's license (POC AE1 Walter)		
14. Performance Aspects and Characteristics of All Base Aircraft		
15. Observe a SOF Tour with an Experienced SOF (2 hours min)		
16. Perform a SOF Tour with an Experienced SOF (2 hours min)		
17. SOF exam. Grade: _____%		
18. Operations Group Commander Interview		

A4.2. (PILOT'S NAME) _____ completed the SOF Upgrade Program on (DATE)_____ and is ready to be designated a SOF.

(FS/CC Signature Block), (Rank), USAF
Commander

1st Ind, 301 OG/CC

A4.3. I Designate (PILOT'S NAME) _____ a SOF on
(DATE)_____.

(OG/CC Signature Block), (Rank), USAF
Commander, 301st Operations Group

Table A4.2. (301FW) SOF Upgrade Checklist (Continued).

ITEMS 14-16 MUST BE ACCOMPLISHED BEFORE PERFORMING SOF DUTIES		
DESCRIPTION	INITIALS	DATE
14. Submit AF Form 4324 for routing (SOF Qualification)		
15. Squadron Letter of X's updated.		
16. Submit completed and signed copy of this letter to 457FS/DOT		

Attachment 5 (Added)**457 FS OPERATIONS SUPERVISOR UPGRADE PROGRAM**

MEMORANDUM FOR 301OG/CC
457FS/DOT

(DATE) _____

FROM: 457 FS/CC

SUBJECT: Operations Supervisor (Ops Sup) Upgrade Program

A5.1. (PILOT'S NAME) _____ is entered into the Ops Sup Upgrade Program.

Table A53.1. (301FW) Operations Supervisor Upgrade Checklist.

TRAINING EVENT/MISSION	INITIALS	DATE
I. Supervised Tour with an Experienced Ops/Sup		
a. AFI, HHQ, and Local Published Guidance Review		
b. Operations and Maintenance Relations		
c. Prioritization of Pilot Flying (Sortie Count, Training, etc.)		
d. Cancellation of Flying		
e. Procedures for AF Form 2407 Submission		

A5.2. (PILOT'S NAME) _____ completed the Ops Sup Upgrade Program on (DATE) _____ and is ready to be designated an Ops Sup.

(FS/CC Signature Block), (Rank), USAF
Commander

1st Ind, 301 OG/CC

Approved/~~Disapproved~~

Designate (PILOT'S NAME) _____ an Ops Sup on (DATE) _____.

(OG/CC Signature Block), (Rank), USAF
Commander, 301st Operations Group