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SECRETARY OF THE AIR FORCE**

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**Flying Operations**

**OPERATIONS SUPERVISION**

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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, AviationResource Management System (ARMS) is available at:

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### ***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.

**(319th Reconnaissance Wing)** The updated version of this supplement was written to incorporate the 18th Airborne Command and Control Squadron (18 ACCS) E-11 operations into the 319 OG Supplement to AFI 11-418. Updated paragraphs are annotated with “(Added 18 ACCS).”

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## 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.

**1.2. 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 [Chapter 2](#).

**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 United States Air Forces in Europe and Air Forces Africa (USAFE-AFAFRICA), and CAF units within Air Force Reserve (AFR). This instruction applies to all ACC-, PACAF-, and AETC-gained Air National Guard units. With the exception of 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 Evaluation (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.

## 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.

2.2.4. Will ensure access to authorized weather resources in accordance with (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)**

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

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

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)**

2.3.3. 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.

2.4.2. The SOF will:

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

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)**

2.4.2.3. 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)**

2.4.2.4. 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)**

2.4.2.6. 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)**

2.4.2.7. 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)**

2.4.2.9. 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.

**2.5. 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.

**2.5. (Added) Note:** Top 3 roles at FOLs are normally filled by the commander, operations officer (DO) or assistant operations officer (ADO) (if assigned). At the discretion of the FOL/CC, FOL/CC's may appoint TDY personnel to perform applicable Ops Sup duties in accordance with paragraph 2.5. RQ-4 Forward Operating Locations (FOLs) and E-11 Operating Locations will determine whether to establish a local SOF program. The FOL/CC will determine how to best integrate with existing supervision if a local host nation SOF program exists.

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)** The Ops Sup duty location is defined as the duty desk in the respective squadron operations building.

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

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.

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)**

2.5.1.4.3.1 **(Added)** Be the focal point for all aircraft/crew changes. The Ops Sup will ensure the SOF (as applicable), the Maintenance Operation Center (MOC), and the squadron duty sections are informed of all schedule changes. No changes will be made to the final schedule without first coordinating with the appropriate squadron Ops Sup.

2.5.1.4.3.1.1. **(Added 18 ACCS)** The Ops Sup will coordinate throughout the mission for all training and operational sorties with maintenance, Command Post, 319 OG/CC (or A-staff equivalent or designated representative), the BACN Mission Coordinator (BMC), 78 OSS Weather (or local weather shop if off station), E-11 Duty IP (if the Ops Sup is not an IP) and any other agencies as required.

2.5.1.4.3.1.2. **(Added 18 ACCS)** The Ops Sup will exercise authority over missions executed/assigned via the flying schedule to approve crew, flight plan, and airspace changes prior to crew step. The Ops Sup will coordinate with 18 ACCS/CC or DO and 319 OG/CC for required waivers.

2.5.1.4.4. **(Added)** Be responsible to the SQ/CC supervising all phases of unit flying operations, by providing on-request guidance, advice, assistance, and recommendations to aircrews, C2 personnel, and/or other supporting agencies regarding the safe and efficient conduct of flight operations. **(T-3)**

2.5.1.4.5. **(Added)** Monitor the status of primary and emergency airfields, theater-wide airspace procedural status, and any other special instructions and inform aircrew of changes that may affect flight operations.

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)**

2.5.1.5.3.1 **(Added)** When deteriorating weather conditions affect flying operations, coordinate with wing agencies and FOL operations supervision (if applicable), utilizing all available resources (i.e., weather, radar, tower personnel, pilot reports, etc.) to determine the best course of action for wing aircraft **(T-3)**. The Ops Sup will determine suitable weather alternates and inform the OG/CC accordingly.

2.5.1.5.3.2 **(Added 18 ACCS)** When deteriorating weather conditions affect flying operations, the 18 ACCS Ops Sup will work with the crew to determine the best course of action and inform 18 ACCS/CC, DO, and 319 OG/CC as appropriate.

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.

2.5.1.7 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)**

2.5.2 **(Added 18 ACCS)** The 18 ACCS/CC will ensure the appointment and training of Ops Supervisors is IAW this instruction. 18 ACCS Operations Supervisors will be E-11 IPs or MPs with an Aircraft Commander certification.

2.5.2.1 **(Added 18 ACCS) Duty IP.** If the 18 ACCS Ops Sup is not an E-11 IP, an E-11 IP will be designated as the Duty IP during the Ops Sup shift. In case of an emergency, the Duty IP will be reachable by the Ops Sup via cellphone.

2.5.2.2 **(Added 18 ACCS)** An E-11 Ops Sup may perform duties if non-current, DNIF, or if in non-CMR/BMC status. Students, to include upgrade students, will not perform Ops Sup duties without approval from the 18 ACCS/CC or DO.

2.5.3. **(Added) Duty Desk Officer (DDO).** The DDO is used to handle all the administrative tasks as prescribed by unit Operating Instructions (OI) and as delegated by the Ops Sup. The DDO is not a required position.

**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)**

## 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
<b>Notes:</b> <b>1. ANG:</b> Ops Sup is required to be immediately available by telephone, pager, radio or intercom for all types of operations. <b>(T-3)</b> <b>2. ANG/AFR:</b> At the discretion of the OG/CC or AOO, ANG/AFR may combine SOF and OPS SUP duties. <b>3. USAFE-AFAFRICA:</b> Ops Sup for on-going off station sorties may be filled by an experienced aircrew member as defined in the unit supplement. <b>4. Reduced Flying:</b> 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.

3.2.1. **(Added)** The Ops Sup will be at the prescribed duty location NLT 3 hours prior to the first takeoff of the day, when no other aircraft are currently airborne.

3.2.2. **(Added)** The primary duty location for 319 OG Ops Sups is the squadron / detachment GHOC / Ops Sup desk (this includes Functional Check Flights).

3.2.3. **(Added)** Units may develop guidance which allows the Ops Sup to leave the Ops Desk, however, they must be immediately available.

3.2.3.1 **(Added 18 ACCS)** The 18 ACCS Ops Sup will be at the primary duty location NLT 30 minutes hours prior to the first crew show of the day if no other aircraft are already airborne. If an earlier show time is necessary to support the crew, the PIC and Ops Sup will coordinate a different time as needed. The Ops Sup will remain at the primary duty location until engines are shut down at the end of the sortie or until shift handover occurs. 18 ACCS Ops Sup shift handover will be at the discretion of the outgoing and incoming Ops Sups. For E-11 sorties departing the local area (tail swaps, departures for exercises or deployments), the Ops Sup may depart the squadron 30 minutes after takeoff. However, they will leave a contact number with Robins Command Post or Peach Tree (116 ACW Airfield Operations).

3.2.3.2 **(Added 18 ACCS)** For off-station sorties returning to Robins AFB, the Ops Sup will be at the primary duty location approximately 1 hour prior to the expected arrival at Robins AFB. Ops Sups should coordinate with the deployed/TDY squadron to the max extent possible to ascertain an accurate ETA.

**Table 3.2. (Added) Grand Forks AFB Minimum Supervision Requirements.**

Type of Operation	SOF Required	Ops Sup Required
RQ-4 Operations	NO	YES

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

3.3.1. (Added 18 ACCS) When Robins AFB has declared “minimum essential personnel only,” the Ops Sup is considered minimum essential personnel only if flying is not cancelled. The Ops Sup is not required if flying is cancelled.

**Table 3.3 (Added 18 ACCS) Robins AFB E-11 Minimum Supervision Requirements**

Type of Operation	SOF Required	Ops Sup Required
E-11 Operations	NO	YES

**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.

## 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.

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

4.1.3. Prioritizing actions during concurrent emergencies/abnormal situations.

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

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

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

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

4.1.8 **(Added)** The Global Hawk Operations Center (GHOC) is the central RQ-4 coordination point for command and control (C2) agencies, exploitation units, LNOs and users. The GHOC coordinates mission planning, briefing, and execution, and assists in deconflicting airspace with other high-altitude assets. The GHOC pilot is the focal point for all mission communications other than those requiring direct communications with the flight crew. During RQ-4 in-flight emergencies the GHOC will:

4.1.8.1 **(Added)** Coordinate with SOF/Airfield Management/Tower/Hawkeye to prepare the airfield to receive the distressed RQ-4.

4.1.8.2 **(Added)** Notify applicable agencies and provide experienced safety oversight to the recovery plan.

**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.

## 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.

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

#### 5.2. Duty Hours:

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

5.2.2. Maximum duty day for SOF is 16 hours with a limit of 12 hours performing SOF duties. The OG/CC may extend 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. \(T-3\)](#)

#### 5.3. Duty Location:

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

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](#).

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

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

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

5.4.5. Unit commanders will define who is certified to upgrade other aircrew members to SOF in the unit supplement to this instruction. **(T-3)**

## **5.5. Certification Program:**

5.5.1. Documentation of the unit upgrade program is described in the unit supplement to this instruction, but will include, at a minimum, a signed document by the OG/CC kept in the individuals training folder that approves him/her for SOF duties. **(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)**

5.5.2. 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)**

5.5.3. 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 runway 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.

## 5.6. Currency/Recurrency.

5.6.1. SOF currency is 90 days.

5.6.1.1. ANG/AFR: 180 days. **Exception:** Reserve Associate Instructor Pilots: 90 days.

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

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

## 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.

5.8.2. 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 or unit (as required) assigned aircraft. **(T-3)**  
**Exception:** Not applicable for AFSOC, and MAF units within ANG, AFRC, ACC, AMC, USAFE-AFAFRICA and PACAF.

5.8.2.12. Document Monthly CONFERENCE HOTEL validation in the Standardization and Evaluation Board (SEB) minutes to include mission design series (MDS), date/time of validation, and contact information validated. **Exception:** Not applicable for AFSOC, and MAF units within ANG, AFRC, ACC, AMC, USAFE-AFAFRICA and PACAF.

## 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 system-related questions that cannot be answered at the local level. CONFERENCE HOTEL procedures put the OG/CC, SOF or Ops Sup/Top 3 directly in contact with a representative from the Air Force Life Cycle Management Center (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)** The CONFERENCE HOTEL procedure for all RQ-4 units is to contact the Northrop Grumman React Center at 1-858-618-4444. Units will ensure the contact number is readily available to Ops Sups and aircrew members.

6.1.2. **(Added 18 ACCS)** The CONFERENCE HOTEL procedure for the E-11A is to contact the Bombardier Help Desk at 1-866-538-1247. There will be an option menu and select “In-Flight Emergency.” For less urgent situations, contact the Bombardier Help Desk email org box at [ac.yul@aero.bombardier.com](mailto:ac.yul@aero.bombardier.com).

**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%2E.aspx%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 offices 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)** The CONFERENCE HOTEL information is located on SharePoint® at: <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>.

**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 validate the information and release an updated CONFERENCE HOTEL contact list within 2 business days. **(T-1)** The most current version will be found on the ACC/A3TV SharePoint® website.

6.7.1. A monthly validation of all CONFERENCE HOTEL contact information for all base or unit assigned MDSs will be accomplished by the units. **(T-1)** Monthly validation will be documented in SEB minutes per **paragraph 5.8.2.12**. **(T-2) Exception:** Not applicable for AFSOC, and MAF units within ANG, AFRC, ACC, AMC, USAFE-AFAFRICA and PACAF.

6.7.2. If bases or units discover updated CONFERENCE HOTEL contact information differs from the information in this guidance, they will immediately verify the corrected information and forward to Numbered Air Force Stan/Eval, MAJCOM Stan/Eval, and ACC/A3TV (submission of DAF Form 847 *is not* 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)**

6.10.3.6 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, phonepatch, 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)

7.1.1.1 (Added) The designated OPR of the Operations Supervision program is 319 OG/OGV.

7.1.1.2. (Added) The Squadron Director of Operations is the OPR for the respective 319 OG squadron's Ops Sup Program.

7.1.1.3. (Added) The Operations Officer of the respective unit is the OPR for non-319 OG units conducting flying operations at GFAFB, such as the U.S. Customs and Border Protection (CBP).

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)

7.1.3.1 (Added) The supervision requirements and duty locations when a functional check flight (FCF) is airborne are the same as for normal operations.

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

7.1.4.1 (Added) The SOF read file is not applicable.

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) The SOF is not required for RQ-4 or E-11 operations; however, the Ops Sup will have:

7.1.5.1.1 (Added) A Quick Reaction Checklist (QRC) covering common malfunctions/emergencies.

7.1.5.1.2. (Added) Access to applicable directives and instructions, including current flight manuals, checklists and in-flight guides. May be hardcopy or electronic format. (RQ-4 flight manuals and checklists are available online via SPECVIEW).

7.1.5.1.2.1 (Added 18 ACCS) Ops Sup will have access to all electronic Bombardier Flight Publications that an E-11 crew would have access to in flight at the duty location.

7.1.5.1.3. (Added) Unclassified telephone with hotline capability.

7.1.5.1.4. **(Added)** Telephone (STE and/or VOSIP) capable of classified discussion.

7.1.5.1.4.1 **(Added 18 ACCS)** 18 ACCS Ops Sup will have access to a VOSIP phone in the squadron vault. This will only be a requirement during operational sorties or during C-sorties.

7.1.5.1.5. **(Added)** Computer with NIPRNET connection to allow for email communication, access to weather data, Notices to Airmen (NOTAMs), electronic publications, applicable FLIP, Patriot Excalibur (PEX), SARM Go/No-Go products, and other electronic products.

7.1.5.1.6. **(Added)** Computer with SIPRNET connection allowing access to email, mIRC, a classified Ops Sup log, and other electronic products.

7.1.5.6.1. **(Added 18 ACCS)** When supporting P-sorties, the Ops Sup does not require access to SIPRNET or mIRC. When supporting C-sorties (mission sorties utilizing the payload for real-world operations or training), the Ops Sup will have access to SIPRNET and mIRC. The Ops Sup log will remain unclassified for all E-11 sorties unless circumstances require a classified version.

7.1.5.1.7. **(Added)** Additional equipment as required by the 319 OG/CC.

7.1.5.1.8. **(Added)** FOL Ops Sups will have equipment as determined by the FOL/CC.

7.1.5.1.9. **(Added 18 ACCS)** Required equipment in the primary and alternate location will consist of a UHF multi-channel radio, LMR, telephone (landline or cellular), binoculars, all necessary chargers, DSN line, and a NIPRNET computer. The Ops Sup mobile phone will contain the required numbers stored under contacts.

7.1.5.1.10. **(Added)** The maximum crew duty day (CDD) for Ops Sups is 14 hours. In addition, Ops Sups must be afforded 8 hours uninterrupted crew rest (CR) prior to assuming duties. CDD and CR can be waived by the 319 OG/CC.

7.1.5.2. **(Added)** The GHOC Pilot (RQ-4) will have:

7.1.5.2.1. **(Added)** Access to applicable directives and instructions.

7.1.5.2.2. **(Added)** A Duty Log for recording significant events and airfield status/outages.

7.1.5.2.3. **(Added)** Current flight manual, checklists, and applicable FLIP.

7.1.5.2.4. **(Added)** VoIP/telephone with hotline capability to the RQ-4 pilot and SOF.

7.1.5.2.5. **(Added)** Unclassified telephone with hotline capability.

7.1.5.2.6. **(Added)** Classified capable telephone (STE and/or VOSIP).

7.1.5.2.7. **(Added)** Computer with NIPRNET internet connection to allow for email communication, access to weather data, Notices to Airmen (NOTAMs), applicable QRCs, electronic publications and other electronic products.

7.1.5.2.8. Computer with SIPRNET connection allowing access to email, mIRC, a classified pilot log, and other electronic products.

7.1.5.3. **(Added)** The Mobile/Hawkeye will have:

7.1.5.3.1. **(Added)** Access to airfield diagram, frequencies, and local guidance as determined by the SQ/CC or FOL/CC.

7.1.5.3.2. **(Added)** UHF/VHF radios and LMRs or cellular phone to allow for two-way communication with the pilot, ATC and SOF/GHOC.

7.1.5.3.3. **(Added)** Hardcopy printouts or a portable electronic tablet device containing the applicable QRC's and flight manual checklists.

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

7.1.6.1. **(Added)** Units deployed to Grand Forks AFB, including tenant units assigned to GFAFB, will contact the 319 OG/CC to determine whether integration into Grand Forks AFB's operational supervision structure is required, and if so, the implementation procedures.

7.1.6.2. **(Added)** 319 OG units deployed to a forward location will contact the host OG/CC (or equivalent) to determine whether integration into the host's operational supervision structure is required, and if so, the implementation procedures.

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

7.1.7.1. **(Added)** During RQ-4B flying operations, unit supervisors may contact the 348 RS Ops Sup (Grand Forks) via telephone at (DSN) 312-362-7924. U.S. Customs and Border Protection (CBP) at Grand Forks AFB may be reached at (Comm) 701-747-8116.

**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)**

7.2.1.1.1. Certification Program. **(Added)** Squadron Commanders will screen and review all Ops Sup candidates before nominating them for entry into the upgrade program (T-3).

7.2.1.1.1.1. **(Added)** All Ops Sup candidates will receive an interview and briefing from the SQ/DO on responsibilities, personal philosophy, and expectations. SQ/DO will emphasize the Ops Sup position as a Squadron level supervisor and that decision authority is delegated to the Ops Sup position to ensure the safe accomplishment of the mission.

7.2.1.1.1.2. **(Added)** The Ops Sup upgrade consists of two supervised tours of a minimum of four hours each (minimum of eight hours of training time). The

upgrade must observe both assuming the Ops Sup role and transferring it. Upgradees will act as Ops Sup on their second tour (**T-3**). During this second tour, the upgrade must perform a crew step. The supervised tour will include the following at a minimum:

7.2.1.1.1.2.1. **(Added)** Familiarization with theater procedures (RQ-4 only), primary and alternate duty locations, and support and coordination agencies with emphasis on both unit, aircraft, and cockpit specific operating procedures.

7.2.1.1.1.2.2. **(Added)** Operation of all equipment, contact procedures for aircraft and support agencies, a review of publications and directives, procuring/observing weather information, and a review of CONFERENCE HOTEL procedures.

7.2.1.1.1.2.3. **(Added)** A tabletop emergency procedure.

7.2.1.1.1.2.4. **(Added)** LRE Operations (RQ-4 only).

7.2.1.1.1.2.5. **(Added)** Attend Local Configuration Sheet, Bldg 607 Daily Stand-up and Wing HQ Stand-up meetings. (Grand Forks Only).

7.2.1.1.1.3. **(Added)** Additionally, prior to being certified as an Ops Sup, upgradees will accomplish the following additional training/familiarization items (**T-3**): Crash/fire/power outage operations, inclement local weather procedures, safety mishap response procedures, emergency action plans (active shooter, tornado, significant weather event, medical emergency, etc), SCIF and vault opening/closing procedures.

7.2.1.1.2. **(Added 18 ACCS)** The SQ/CC will review upgrade training records and approve each upgrade in writing prior to the individual performing Ops Sup duties (**T-2**).

7.2.1.1.2.1. **(Added 18 ACCS)** 18 ACCS Ops Sups will become instructor Ops Sups after 3 solo tours. 18 ACCS/DOT will annotate instructor certification in the LOXs before an instructor Ops Sup conducts training.

7.2.1.1.2.2. **(Added)** For previously certified Ops Sups, the SQ/CC may waive the upgrade requirements of these paragraphs, but at a minimum, the upgrade will perform at least one supervised Ops Sup tour with an Instructor Ops Sup emphasizing local equipment, setup and procedures (**T-3**).

7.2.1.1.2.3. **(Added)** FOL/CCs will create and document a local Operations Supervisor upgrade program at their discretion. Equipment requirements articulated in para 7.5.1. Above are intended for MOB; FOL equipment requirements may vary. Ops Sup qualification is not a prerequisite to perform such duties at an FOL.

7.2.1.1.2.4. **(Added)** Units will document Ops Sup qualifications on the unit Letter of Certifications (Letter of Xs).

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)**

7.2.1.4 **(Added)** Deficiencies. 319 OG/OGV will, as necessary, document and correct Operations Supervision program and equipment deficiencies as part of its unit Staff Assistance Visit (SAV) program.

7.2.1.4.1 **(Added 18 ACCS)** 18 ACCS/CCV will monitor the Ops Sup program and will document and correct any deficiencies as part of a regular inspection regimen determined by 18 ACCS/DO and 319 OG/OGV.

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.

JAMES C. SLIFE, Lt Gen, USAF  
Deputy Chief of Staff, Operations

**(319th Reconnaissance Wing)**

TIMOTHY A. MONROE, Colonel, USAF  
Commander

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

AFMAN 11-202V3, *Flight Operations*, 10 January 2022

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

AFMAN 11-202V3, *Flight Operations*, 10 June 2020

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

AFI 36-2608, *Military Personnel Records System*, 16 April 2021

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

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

**(Added)** GFAFBI 13-204, *Airfield and Air Traffic Operations*, 15 Nov 2022

#### *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*

**ACC**—Air Combat Command

**(Added) ADO**—Assistant Director of Operations

**AETC**—Air Education Training Command **AF**—  
Air Force

**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

**AFSOC**—Air Force Special Operations Command

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**AOO**—Air operations officer

**ARMS**—Air Force Resource Management System

**ATC**—Air Traffic Control

**BMC**—Basic Mission Capable

**(Added)** BQT—Basic Qualification Training

CAF—Combat Air Forces

**(Added)** CBP—U.S. Customs and Border Protection

**(Added)** CCV—Squadron Standardization and Evaluation Office

**(Added)** CDD—Crew Duty Day

CMR—Combat Mission Ready

**(Added)** CR—Crew Rest CT—

Continuation Training

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

DAF—Department of the Air Force

DAFMAN—Department of the Air Force Manual

DNIF—Duty Not Involving Flying

**(Added)** DO—Director of Operations

DoD—Department of Defense

EFB—Electronic Flight Bag

**(Added)** EMI—Electromagnetic Interference

**(Added)** FLIP—Flight Information Publications

**(Added)** FOL—Forward Operating Location

FM—Frequency Modulation

**(Added)** GFAFB —Grand Forks AFB

**(Added)** GHOC—Global Hawk Operations Center

HF—High frequency

IAW—In Accordance With

**(Added)** IAF—Initial Approach Fix

IFE—In-Flight Emergency

**(Added)** LMR—Land Mobile Radio

**(Added)** LNO—Liaison Officer

MAF—Mobility Air Forces

MDS—Mission Design Series

**(Added)** mIRC—Mardon Bey Internet Relay Chat

**(Added) MOB**—Main Operating Base

**(Added) MOC**—Maintenance Operations Center

**(Added) NOC**—Network Operations Center

**(Added) NOTAM**—Notice to Airmen **OG/CC**—

Operations Group Commander

**(Added) OGV**—Group Standardization and Evaluation

**OPR**—Office of Primary Responsibility

**Ops**—Operations

**Ops Sup**—Operations supervisor

**(Added) OST**—Off Station Training

**PACAF**—Pacific Air Forces

**(Added) QRC**—Quick Reaction Checklist

**RPA**—Remotely Piloted Aircraft

**SATCOM**—Satellite Communications **SEB**—

Standardization and Evaluation Board **SFA**—

Single Frequency Approach **SOF**—Supervisor

of Flying **SQ/CC**—Squadron Commander

**(Added) STE**—Secure Telephone Encryption

**Stan/Eval**—Standardization/Evaluation

**(Added) TDY**—Temporary Duty

**(Added) TRB**—Training Review Board

**UHF**—Ultra high frequency **UAS**—

Unmanned Aircraft Systems **USAF**—

United States Air Force

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

**VHF**—Very high frequency

**(Added) VoIP**—Voice Over Internet Protocol

**(Added) VOSIP**—Voice Over secret Internet Protocol

WG—Wing

*Office Symbols*

ACC/A3TV—Air Combat Command Standardization and Evaluations Branch

AF/A3—Air Force Deputy Chief of Staff for Operations

AF/A3T—Air Force Director of Training and Readiness

*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

<b>15</b>	Controlled bailout
<b>16</b>	Hung ordnance
<b>17</b>	Bird condition
<b>18</b>	Controlled jettison
<b>19</b>	Hydrazine spill/exposure
<b>20</b>	Hot brakes
<b>21</b>	Suspected Lasing Incident
<b>22</b>	Aircraft crash
<b>23</b>	Alert force exercise/scramble (if applicable)
<b>24</b>	Contractor/depot emergency telephone numbers
<b>25</b>	Telephone numbers for applicable regional SOFs
<b>26</b>	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.