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OF THE AIR FORCE**



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Supplement**

**12 AUGUST 2025**

*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, 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.

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**(Added-354FW)** This supplement implements and extends the guidance of Air Force Instruction 11-418, *Operation Supervision*, 22 December 2021, Incorporating Change 1, 3 August 2023. It applies to all assigned, or associated units to the 354 Operations Group, 354 Fighter Wing, Eielson Air Force Base, Alaska. The waiver authority for this supplement is the 354 Operations Group Commander (354 OG/CC). Refer recommend changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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”.) 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.

**(354FW)** This supplement has been significantly revised and should be reviewed in its entirety.

|  |          |
|--|----------|
| <b>Chapter 1—PROGRAM OVERVIEW</b>                                | <b>5</b> |
| 1.1. Flying Operations (Ops) Supervision Structure.....          | 5        |
| 1.1. (354FW) Flying Operations (Ops) Supervision Structure. .... | 5        |
| 1.2. Supervision Chain.....                                      | 5        |
| 1.2. (354FW) Supervision Chain. ....                             | 5        |
| 1.3. Applicability. ....   | 5        |

|   |           |
|---|-----------|
| <b>AFI11-418_354FWSUP 12 AUGUST 2025</b>  | <b>3</b>  |
| 1.3. (354FW) Applicability.....   | 5         |
| 1.4. Waivers.....   | 6         |
| 1.4. (354FW) Waivers.....   | 6         |
| <b>Chapter 2—ROLES AND RESPONSIBILITIES</b>   | <b>7</b>  |
| 2.1. Wing Commander.....  | 7         |
| 2.2. Operations Group Commander (OG/CC) (ANG/AFR: OG/CC or Air Operations Officer (AOO)). ..... | 7         |
| 2.3. Squadron Commander (SQ/CC) (or equivalent):.....   | 9         |
| 2.4. Supervisor of Flying (SOF). .....  | 9         |
| 2.5. Operations Supervisor (Ops Sup)/Top 3.....   | 11        |
| 2.6. Mission Support Group Commanders. ....   | 12        |
| <b>Chapter 3—OPERATIONS MINIMUM SUPERVISION REQUIREMENTS</b>                                    | <b>13</b> |
| 3.1. Overview.....  | 13        |
| Table 3.1. Minimum Flying Unit Supervision Requirements.....                                    | 13        |
| 3.2. Proximity. ....  | 13        |
| 3.3. Reduced Flying Operations.....   | 13        |
| 3.4. Deployed Operations. ....  | 14        |
| 3.5. (Added-354FW) Hosted Operations.....   | 14        |
| <b>Chapter 4—HANDLING OF IN-FLIGHT EMERGENCIES/SAFE RECOVERY</b>                                | <b>15</b> |
| 4.1. Considerations. ....   | 15        |
| 4.2. Technical Knowledge. ....  | 16        |
| <b>Chapter 5—SUPERVISOR OF FLYING (SOF) GUIDANCE.</b>   | <b>17</b> |
| 5.1. SOF/ATC Relationship: Note:.....   | 17        |
| 5.2. Duty Hours:.....   | 17        |
| 5.3. Duty Location: .....   | 17        |
| 5.4. Certification: .....   | 18        |
| 5.5. Certification Program: .....   | 19        |
| 5.6. Currency/Recurrency. ....  | 20        |
| 5.7. Continuation Training (CT):.....   | 20        |
| 5.8. Program Administration: .....  | 21        |
| <b>Chapter 6—CONFERENCE HOTEL</b>   | <b>23</b> |
| 6.1. CONFERENCE HOTEL Procedures. ....  | 23        |

|  |  |           |
|--|--|-----------|
| 6.2.   | Mission Design Series (MDS) Specific CONFERENCE HOTEL Details..... | 23        |
| 6.3.   | Emergency Assistance Numbers.....                                  | 23        |
| 6.4.   | Call Initiation. ....  | 23        |
| 6.5.   | CONFERENCE HOTEL. ....   | 24        |
| 6.6.   | Reporting. ....  | 24        |
| 6.7.   | Updates. ....  | 24        |
| 6.8.   | Hard Copies. ....  | 24        |
| 6.9.   | Publications/Electronic Flight Bag (EFB). ....                     | 24        |
| 6.10.  | Training Requirements: ....  | 24        |
| 6.11.  | Pre-Flight Aircrew Brief. ....                                     | 25        |
| <b>Chapter 7—UNIT SUPPLEMENTATION</b>  |  | <b>26</b> |
| 7.1.   | Unit Supplement. ....  | 26        |
| 7.2.   | Local procedures.....  | 27        |
| <b>Chapter 8—PROVISIONS</b>  |  | <b>28</b> |
| 8.1.   | Provisions.....  | 28        |
| 8.2.   | Tenant Units.....  | 28        |
| <b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>                |  | <b>29</b> |
| <b>Attachment 2—SUPERVISOR OF FLYING (SOF) PROCEDURAL/EMERGENCY CHECKLIST</b>        |  | <b>33</b> |
| <b>Attachment 3—SUPERVISOR OF FLYING CHECKLIST GUIDE</b>                             |  | <b>35</b> |
| <b>Attachment 4—(Added-354FW) 354FW SOF TRAINING AND CERTIFICATION CHECKLIST</b>     |  | <b>36</b> |
| <b>Attachment 5—(Added-354FW) 354FW TDY SOF TRAINING AND CERTIFICATION CHECKLIST</b> |  | <b>37</b> |

## 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.

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**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](#).

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**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.

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**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.

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## 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)**

2.2.2. **(354FW)** The OG/CC’s designated representatives are known are known at Eielson AFB as “Brick Holder.” Positions designated as Brick Holders are: 354 OG/CC, 354 OG/CD, 18 Fighter Interceptor Squadron (FIS) Commander, 353 Combat Training Squadron (CTS) Commander, 354 Operations Support Squadron (OSS) Commander, 354 Range Squadron (RANS) Commander, 355 Fighter Squadron (FS) Commander, 356 FS Commander.

2.2.2.1. **(Added-354FW)** The Brick Holder will not dual-hat as an Ops Sup and/or SOF during the same shift.

2.2.2.2. **(Added-354FW)** The Brick Holder may be scheduled to be in a simulator while on duty but must be reachable.

2.2.2.3. **(Added-354FW)** Brick Holders will be available to the SOF during the local fly window. Brick Holders will initiate check-in with SOF via their preferred contact device (cell phone) upon assuming Brick duties. Positive communication must occur prior to first takeoff.

2.2.2.4. **(Added-354FW)** If the Brick Holder will not be immediately available via their cell phone, they will ensure the SOF is able to contact them (e.g. if in the vault, provide a phone number that will provide direct access for the SOF; e.g. SQ Ops Desk #).

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)

2.2.4.1. (Added-354FW) Weather dissemination includes either digital weather system Mission Execution Forecast (MEF) page via the 354 OSS weather sharepoint (<https://usaf.dps.mil/sites/eielson/354OG/354OSS/OSW/SitePages/Home.aspx>) or phone briefing(s) as required from 354 OSW (Base Weather). In the event of NIPR outage, SOFs will communicate inability to monitor digital MEF updates. Any other unauthorized weather information sources IAW AFMAN 11-202V3 are for reference only.

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)

2.2.5.1. (Added-354FW) The SOF QRC contains locally developed checklists and will be followed for normal and emergency SOF procedures. MDS-specific T.O.s will be used by current and qualified aircrew members to assist in emergency situations. Non-MDS SOFs (i.e. F-16 SOFs during an F-35 Emergency) will utilize the appropriate SOF QRC appendix for generic MDS guidance and request MDS-specific assistance from squadron operations supervisor of the MDS with the emergency.

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-354FW) SOF Library contents will include: 1F-16C-1, 1F-16C-1CL-4, F-35A-FM-001 (JTD), F-35 PCL, F-35 WCL, AFI 11-418\_354FWSUP, AFMAN 11-2F-16V3, AFMAN11-2F-35V3, AFMAN 11-202V3, EAFBI 13-204, 354 FW IFG, 354 FW F-16 IFG Supplement, 354 FW F-35 IFG Supplement, Red Flag-Alaksa IFG Supplement, and SOF QRC.

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.

2.4.2.10. **(Added-354FW)** Will remain on duty as long as aircraft are airborne (unless released by the OG/CC) and will ensure any Ops Sup released is recalled as necessary.

2.4.2.10.1. **(Added-354FW)** The Current Operations Flight (354 OSS/OSO) schedules squadrons for daily wing SOF duty. Before publishing the schedule, 354 OSS/OSO ensures squadron SOF duty is matched with squadron flying periods. Any squadron flying on weekends, holidays, goal days, or significantly outside of the normal scheduling window (i.e Night sorties), will be responsible for SOF duty. A SOF on duty in the control tower is required for all Functional Check Flights (FCFs) and Operational Check Flights (OCF). If the FCF/OCF is flown outside normal duty hours, the squadron conducting the FCF/OCF will provide a SOF.

2.4.2.11. **(Added-354FW)** The SOF reviews the daily schedule for significant events (live ordnance, checkrides, etc.) and possible traffic pattern saturation times. The SOF must be familiar with syllabus and checkride requirements in the event pattern saturation requires the need to direct full stops. SOFs will utilize squadron Ops Sup for any amplifying data.

2.4.2.12. **(Added-354FW)** – The SOF will verify that 100% of airborne aircraft positively acknowledge receipt of a decreasing field status (i.e. increased alternate fuel requirements). This can be accomplished via range control, TAC C2, or individual aux frequencies.

2.4.2.13. **(Added-354FW)** – Airfield management may require up to 20 minutes for runway changes. SOFs must consider all factors to 354 FW airborne aircraft prior to initiating a runway change with the Watch Supervisor.

2.4.2.14. **(Added-354FW)** – The daily log (locally referred to as the SOF EOD Report) is electronic and is used to track SOF duty periods and to record emergencies and unusual circumstances. Reference the SOF QRC for instructions on how to access the daily log. In the event of computer malfunctions, notify 354 OG/OGV, and use a paper copy of the SOF EOD Report to manually track the required data. Annotate the computer problem(s) on the hard-copy report. The format and content of the SOF EOD Report is maintained by the SOF Program Manager.

2.4.2.15. **(Added-354FW)** All SOFs will review and sign off the latest SOF Read Files (SRF) and Flight Crew Information Files (FCIFs). If SOF is non- CMR/non-BMC, OG/CC approval is required before executing SOF duties. If “duties not including flying” (DNIF), Flight Surgeon approval is required and will be documented via AF Form 2992.

2.4.2.16. **(Added-354FW)** SOFs will maintain 100% awareness of airborne aircraft using the Wing Flying Schedule from Patriot Excalibur (PEX). Squadrons track their aircraft and notify the SOF if they suspect an aircraft is overdue.

2.4.2.17. **(Added-354FW)** Do not change SOFs when an emergency is in progress unless approved by the OG/CC.

2.4.2.18. **(Added-354FW)** Complete the opening, changeover, and closing SOF checklists. As a minimum, opening SOFs will:

2.4.2.18.1. **(Added-354FW)** Verify status of home field runway, navigational aids, cables, rescue asset status, and bird condition.

2.4.2.18.2. **(Added-354FW)** Review weather and notices to airmen.

2.4.2.18.3. **(Added-354FW)** Check communications to confirm operability of radios and phone lines.

**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.

2.5.1. Ops Sup/Top 3 will:

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

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)**

2.5.1.5. 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.

2.5.1.7. 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)**

2.5.1.8. **(Added-354FW)** Complete squadron go/no-go items.

2.5.1.9. **(Added-354FW)** Verify aircrew have accomplished all required currency go/no-go items prior to “stepping to the aircraft.

2.5.1.10. **(Added-354FW)** Check weather, to include current observations, forecasts, watches, warnings, advisories, significant changes expected, equivalent chill temperature, and notices to airmen.

2.5.1.11. **(Added-354FW)** During Cold weather ops, Ops Supervisors will ensure coordination of ECT waivers and approval authority IAW 13-204 or FCIF A23-18, whichever is most current.

2.5.1.12. **(Added-354FW)** Ensure the SOF is familiar with any special requirements for that day (e.g. checkrides, live or inert ordnance being expended.)

2.5.1.13. **(Added-354FW)** Review Operational Risk Management worksheet and ensure the appropriate mission decision authority has assessed mission risk prior to crew step. If higher than Ops Sup approval required, approval can be delayed but approval will be confirmed via ops frequency prior to takeoff. Mission Support Group Commander. MSG/CC will maintain, upgrade and repair the applicable SOF facilities, equipment, and vehicles if a SOF vehicle is available. **(T-2)**

**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     |
| <p><b>Notes:</b></p> <p><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></p> <p><b>2. ANG/AFR:</b> At the discretion of the OG/CC or AOO, ANG/AFR may combine SOF and OPS SUP duties.</p> <p><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.</p> <p><b>4. Reduced Flying:</b> For reduced flying operations the OG/CC may determine if a SOF is needed.</p> |               |                  |

**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-354FW)** The Ops Sup unit operations complex is defined as their respective squadron building. The SOF duty location is defined in section 5.3.

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

3.3.1. **(Added-354FW)** “SOF 3” Operations. The Ops Sup and SOF may be combined when the number of aircraft involved is small (6 or less), with approval from 354 OG/CC or the OG “Brick-holder”. This duty will be referred to as “SOF 3.” During this time, SOF duty hour limitations apply. SOF 3s will be current and qualified as Ops Sup. SOF 3s will execute all applicable checklist for execution of Ops Sup and SOF functions. All required publications, including, the SOF QRC, will be available via the OGV SharePoint.

3.3.1.1. **(Added-354FW)** During cold weather operations, a current and qualified SOF will be scheduled for the opening SOF shift, and SOF 3 operations may be requested the day of execution, pending weather and 354 OG/CC approval.

**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.

**3.5. (Added-354FW) Hosted Operations.** When hosting a TDY unit, the host squadron ensures the visiting unit has a rated point of contact immediately available while TDY aircraft are airborne to aid the SOF in case of an emergency.

## 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-354FW)** Emergency and early return aircraft should contact Eielson SOF as soon as possible. The SOF will assist as required and will provide the tower watch supervisor the call sign, nature of emergency, fuel in minutes/pounds, pilot intentions, and number of people on board during all emergencies involving Eielson- assigned aircraft. The senior fire officer will monitor the SOF Ultra High Frequency (UHF) and coordinate with the SOF on this frequency for the safe recovery of IFE aircraft. Once an IFE aircraft has landed and is under control, the tower watch supervisor pushes the aircraft to the single frequency approach (SFA) for coordination with the senior fire officer and SOF.

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.

4.1.2.1. **(Added-354FW)** At the first opportunity, the SOF will notify the OG/CC of the situation.

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.

4.1.4.1. **(Added-354FW) (Added-354 FW)** The SFA is an ATC frequency and use of the SFA must be coordinated with ATC. SOF's should make every attempt to seek ATC authorization prior to transmitting on the SFA. If the SOF determines the immediate transmission of a message on the SFA is necessary to prevent loss of life or property, the SOF may transmit on the SFA prior to obtaining ATC authorization. The SOF must not perform ATC functions or transmit ATC instructions or clearances to an aircraft.

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

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

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

**4.2. Technical Knowledge.** If the SOF is not qualified in or technically knowledgeable of the aircraft with an in-flight emergency, he/she should direct the Ops Sup/Top 3 or other highly experienced individual to report to the SOF's duty location during an abnormal situation/recovery if time permits.

## 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.

5.2.2.1. **(Added-354FW)** SOF tours will normally be limited to 8 hours. SQ/ DO may approve SOF tours scheduled up to 10 hours without an OG/CC waiver. For any SOF tour that will exceed 10 hours, an OG/CC waiver is required.

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-354FW)** The SOF will report to the base of the tower for duty NLT 1+30 (hours + minutes) prior to the first scheduled takeoff to receive a weather/airfield briefing and pick up the FM radio and SOF truck keys from 354 OSS/OSAM. SOF will occupy the primary or alternate duty location 1+15 prior.

5.2.3.2. **(Added-354FW)** During Cold Weather Operations (normally 15 Oct – 15 Apr, IAW EAFBI 13-204), the SOF will report to the base of the tower NLT 2+10 prior, and occupy the primary or alternate duty location 1+30 prior.

### 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-354FW)** The primary duty location for the SOF will be the control tower.

5.3.2. Alternate Duty Location. It is desirable to have a SOF duty position from which ground operations, takeoffs, landings and local traffic patterns can be observed. The following is a list of recommended alternate locations:

5.3.2.1. The runway monitoring unit/runway supervisory unit.

5.3.2.2. The unit dispatch desk.

5.3.2.3. The command post.

5.3.2.4. **(Added-354FW) (Added 354FW)** The alternate SOF duty location is the SOF truck which is parked at the base of the tower when not in use. The SOF will utilize the truck radio as primary and FM radio as backup to communicate with aircraft and base agencies as required. If the SOF is operating out of an alternate location other than the SOF truck, the SOF will keep OG/CC and CP advised of location and contact information.

5.3.3. **(Added-354FW)** Primary Duty Location Equipment. The following communication equipment will be functional and immediately available to the SOF:

5.3.3.1. **(Added-354FW)** A dedicated multi-frequency radio (UHF and/or VHF)

5.3.3.2. **(Added-354FW)** A telephone (landline or cellular) or FM radio used to contact the OG/CC (or designated representative), command post, Ops Sups, Weather Shop, and ATC Watch Supervisors.

5.3.4. **(Added-354FW)** SOFs noting any problems or deficiencies applicable to SOF facilities, forms (i.e., FCIFs, publications, etc.) or equipment will notify 354 OG/OGV telephonically via 377-2995 or via the 354 OGV org box (354 OG/OGV Stan/Eval). Additionally, SOFs will annotate deficiencies in the end of day report.

5.3.5. **(Added-354FW) (Added 354FW)** During SOF 3 ops, the primary SOF location is their respective squadron's operations desk.

#### **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)**

5.4.5.1. **(Added-354FW) (Added-354 FW)** Current and qualified SOFs are certified to upgrade SOFs.

## 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)**

5.5.1.1. **(Added-354FW)** The SOF Training/Certification checklist is located in **attachment 4**. This checklist serves as the record of nomination along with tracking the accomplishment of all required items. Upon completion, the OG/CC will sign the checklist certifying the individual as SOF qualified. Squadron training shops will update the Letter of Xs and maintain this checklist within the individual’s gradebook.

5.5.1.2. **(Added-354FW)** Nominees have 60 days to complete the program from the initiation of the OGV briefing. If the upgrade is not accomplished in 60 days, the OG/OGV briefing and SOF test (if completed) will both be re-accomplished.

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)**

5.7.1.1. **(Added-354FW)** OGV will hold semi-annual SOF meetings prior to entering and exiting cold weather operations (normally 15 Oct – 15 April). Preferably, these meetings are held within the first week of Oct/Apr respectively.

5.7.1.2. **(Added-354FW)** These meetings will cover recent trends along with the unique environmental concerns for the upcoming season.

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.

5.7.2.1. **(Added-354FW)** An annual SOF AFI and applicable guidance review will be covered during the spring semi-annual SOF meeting.

## **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)**

5.8.2.8.1. **(Added-354FW)** **(Added 354FW)** 354 OG/OGV is the OPR for maintenance of the SOF Read File located in PEX (hardcopy in the SOF checklist as backup). The SOF Read File contains new or interim guidance from either the OG/CC or OGV and will be reviewed each quarter.

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-354FW) (Added 354FW)** A copy of the CONFERENCE HOTEL procedures are contained in the SOF checklist. 354 OG/OGV ensures 354 FW/CP has current CONFERENCE HOTEL information.

6.1.2. **(Added-354FW) (Added 354FW)** If the need arises for a visiting unit (non-F16/F35) to initiate a CONFERENCE HOTEL, the SOF will reference **Attachment 4** for the proper phone number.

**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 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)

7.1.2. 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)

7.1.5. 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-354FW**) The SOF Quick Reaction Checklist (QRC) contains all locally developed checklists for normal, upgrade and emergency procedures. A copy of the SOF checklist will be available in the primary and alternate duty locations as well as on the 354 OGV Sharepoint.

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

7.1.6.1. (**Added-354FW**) Weather Operations, only local units will be scheduled as SOF.

7.1.6.2. (**Added-354FW**) TDY unit SOFs must be qualified IAW AFI 11-418 and possess a Flightline Drivers License/Certificate.

7.1.6.3. (**Added-354FW**) Prior to accomplishing SOF duties at Eielson AFB, TDY SOFs will fill out and accomplish all training on **Attachment 5**. TDY units will submit completed checklists to 354 OG/OGV. OGV will only maintain these forms for the length of the unit's TDY.

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-354FW**) During all home-station flying operations, the 354 OG/CC (or designated representative) can be contacted via OG hotline, cell phone or FM radio. Squadron Supervision can be contacted via the squadron duty desk. If contact is required after duty hours (example: off station flights / deployment operations) 354 OG/CC, 18/355/356/CC or DO may be reached through 354 FW Command Post @ DSN 312-377-1500 / Commercial: 907-377-1500. Additionally, a phone list of all base C2 personnel is located in the SOF QRC.

**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.

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

(354FW)

PAUL P. TOWNSEND, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

(Added-354FW) AFI 10-101, *Format and Content of Mission Directives*, 12 February 2003

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

(Added-354FW) AFMAN 33-326, *Preparing Official Communications*, 1 November 1999

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

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

(Added-354FW) DOD 5200.1-R, *Information Security Program*, January 14, 1997

(Added-354FW) DOD 5400.7-R\_AFMAN 33-302, *Freedom of Information Act Program*, 21 October 2011

(Added-354FW) DODD 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*, November 19, 1999

(Added-354FW) DODI 5025.01, *DOD Directives Program*, October 28, 2007

(Added-354FW) HOI 33-3, *Information Workflow Management and Correspondence Preparation*, 31 May 2002

(Added-354FW) T.O. 00-5-1, *Air Force Technical Order System*, 15 October 2006

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

(Added-354FW) AFPD 33-3, *Information Management*, 8 September 2011

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

(Added-354FW) **AC**—Administrative Change

**ACC**—Air Combat Command

**AETC**—Air Education Training Command

**AF**—Air Force

(Added-354FW) **AFDPO**—Air Force Departmental Publishing Office

**AFGSC**—Air Force Global Strike Command  
**(Added-354FW) AFH**—Air Force Handbook  
**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  
**CAF**—Combat Air Forces  
**CMR**—Combat Mission Ready  
**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  
**DoD**—Department of Defense  
**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  
**OG/CC**—Operations Group Commander  
**OPR**—Office of Primary Responsibility  
**Ops**—Operations

**Ops Sup**—Operations supervisor

**PACAF**—Pacific Air Forces

**RPA**—Remotely Piloted Aircraft

**SATCOM**—Satellite Communications

**SEB**—Standardization and Evaluation Board

**SFA**—Single Frequency Approach

**SOF**—Supervisor of Flying

**SQ/CC**—Squadron Commander

**Stan/Eval**—Standardization/Evaluation

**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

**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*

**(Added-354FW) Accountable Forms**—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

**(Added-354FW) Administrative Change**—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

**(Added-354FW) Approval Authority**—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

**(Added-354FW) Authentication**—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

**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.**

| <b>Item Number</b> | <b>Item</b>                                    |
|--------------------|--|
| 1                  | Opening  |
| 2                  | SOF changeover                                 |
| 3                  | Closing  |
| 4                  | OG/CC notification                             |
| 5                  | Aircraft emergency                             |
| 6                  | Barrier engagement                             |
| 7                  | Emergency divert                               |
| 8                  | Weather recall                                 |
| 9                  | Change of runway                               |
| 10                 | 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.

Attachment 4 (Added-354FW)

354FW SOF TRAINING AND CERTIFICATION CHECKLIST

Figure A4.1. (354FW) 35SOF Training and Certification Checklist.

|    |                  | <b>354 OG</b><br><b>Supervisor of Flying (SOF) UPGRADE</b> <small>Sep 2024</small> |                             |  |  |
|---|------------------|--|-----------------------------|---|--|
| RANK, NAME (Last, First, MI), Current MDS (F-35, F-16, etc)   |                  |  | ENTRY DATE                  | DATE ARRIVED STATION  |  |
| Total Time:   | Total MDS Hours: | MDS IP Hours:  | Previous SOF MDS/Locations: |   |  |
| The above is entered into SOF upgrade training. The above will be complete with training upon completion of the program listed below, and following interview and Certification by the 354 OG/CC.   |                  |  |                             |   |  |
| XXXXXXXXXXXXXX, Lt Col, USAF<br>Commander, XX Fighter Squadron  |                  |  | DATE _____                  |   |  |
| SUBJECT/MISSION   |                  | REQUIRED   | DATE                        | INITIALS  |  |
| 1. Publications Review:<br>1.1. AFI 11-202V3 (Alternate Requirements, Pilot Weather Categories, etc.)<br>1.2. EAFBI 13-204, Airfield Operations<br>1.3. AFI 11-418 and 354 FW Supplement<br>1.4. EAFBI 91-212, Bird/Wildlife Aircraft Strike Hazard (BASH) Program<br>1.5. 354 FW In-Flight Guide (IFG) and F-35, F-16, F-22 IFG Supplements<br>1.6. 354 FW SOF Quick Reaction Checklist  |                  | X  |                             |   |  |
| 2. Obtain Airfield Drivers License, Form 483.<br><a href="https://core-integration.affsa.aws.solidstatescientific.com/AirfieldDriving/Dashboard">https://core-integration.affsa.aws.solidstatescientific.com/AirfieldDriving/Dashboard</a>  |                  | X  |                             |   |  |
| 3. In-Brief by OGV Chief on SOF, including:<br>3.1. SOF EAL add<br>3.2. SOF Distro add  |                  | X  |                             |   |  |
| 4. Contact Unit PEX Office to be added as a SOF in PEX (Sign off SOF Read Files)  |                  | X  |                             |   |  |
| 5. Coordinate with FS/CCV, complete SOF test in PEX.<br>(Open book, minimum passing score 85%, reviewed/corrected to 100%) SCORE: _____   |                  | X  |                             |   |  |
| 6. Perform two supervised (w/qualified and current SOF) tours (> 2hours each).<br>6.1. At least one tour will be observing (see) qualified SOF perform duties (354 OG/CC can waive this tour if previous SOF)<br>6.2. At least one tour will be as acting SOF (do).<br>6.2.1 SOF QRC, Digital and Hardcopy<br>6.2.2 Radio / Telephone / LMR, and malfunction procedures<br>6.2.3 ATC Feed<br>6.2.4 EOD Report<br>6.2.5 Vehicle and Mobile Communications<br>6.2.6 Facilities and Limitations<br>6.2.7 WX, RCR, Snow Removal, FOD, BASH, Recall, Divert, Alternate Procedures<br>6.2.8 Emergency aircraft, and SFA<br>6.2.9 ANR Launch / Watch Sup Coord |                  | X<br><br>X   |                             |   |  |
| CERTIFICATION   |                  |  |                             |   |  |
| Effective _____ (date), the above individual is designated a Supervisor of Flying, and the 354 OG/CC interview is complete.   |                  |  |                             |   |  |
| XXXXXXXXXXXX, Col, USAF<br>Commander, 354 <sup>th</sup> Operations Group  |                  |  |                             |   |  |
| Squadron LOX updated: DATE _____  |                  |  | Emailed to OGV: DATE _____  |   |  |

## Attachment 5 (Added-354FW)

## 354FW TDY SOF TRAINING AND CERTIFICATION CHECKLIST

Figure A5.1. (354FW) 354FW TDY SOF Training and Certification Checklist.

**354 FW TDY SOF TRAINING/CERTIFICATION CHECKLIST:**

Squadron/Unit: \_\_\_\_\_

The individual(s) listed on the reverse side of this document are current and qualified SOFs IAW AFI11-418 and home-base directives and have at least a Secret clearance.

\_\_\_\_\_  
SQ/CC (or DETCO)

**354 OG/CC INTERVIEW**

Upon completion of this checklist, the individuals listed are certified to perform duties as a Supervisor of Flying IAW AFI11-418 and all local regulations while TDY to Eielson AFB. 354 OG/OGV will maintain this form on file until the end of this individuals TDY.

\_\_\_\_\_  
XXXXXXXXXXXX, Colonel, USAF  
Commander, 354th Operations Group

**ACCOMPLISH THE FOLLOWING ITEMS PRIOR TO SUPERVISED TOUR**

- Possess a Flightline Drivers License/Certificate (home-station license qualifies)
- Local Area Brief
- Self-Study/Review: EAFBI 13-204  
11-418 354 FW SUP

**ACCOMPLISH PRIOR TO PERFORMING UNSUPERVISED SOF DUTIES**

- SOF UPGRADE TOUR (1 hr min / act as primary SOF)

**Items accomplished during Tour**

- Cover Opening Checklist
- Cover Closing Checklist
- Cover Changeover Checklist
- Cover Alternate MDS Considerations

NOTE: PERSONAL INFORMATION-PRIVACY ACT OF 1974, AFI 37-131 AND AFI 37-132 APPLIES.

RANK/NAME: \_\_\_\_\_ Last 6(for EAL): \_

By initialing here, you certify you have accomplished all items on the front of the checklist

RANK/NAME: \_\_\_\_\_ Last 6(for EAL): \_\_\_\_\_

By initialing here, you certify you have accomplished all items on the front of the checklist

RANK/NAME: \_\_\_\_\_ Last 6(for EAL): \_

By initialing here, you certify you have accomplished all items on the front of the checklist

RANK/NAME: \_\_\_\_\_ Last 6(for EAL): \_

By initialing here, you certify you have accomplished all items on the front of the checklist

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RANK/NAME: \_\_\_\_\_ Last 6(for EAL): \_

By initialing here, you certify you have accomplished all items on the front of the checklist

RANK/NAME: \_\_\_\_\_ Last 6(for EAL): \_

By initialing here, you certify you have accomplished all items on the front of the checklist

RANK/NAME: \_\_\_\_\_ Last 6(for EAL): \_

By initialing here, you certify you have accomplished all items on the front of the checklist

RANK/NAME: \_\_\_\_\_ Last 6(for EAL): \_

By initialing here, you certify you have accomplished all items on the front of the checklist

RANK/NAME: \_\_\_\_\_ Last 6(for EAL): \_

By initialing here, you certify you have accomplished all items on the front of the checklist