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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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***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.

**(35FW)** This document has been substantially revised and must be completely reviewed. Major changes include: Updated Conference hotel training, and procedures. Modified instructions for expanded use of Electronic Flight Bags (EFB). Minor changes throughout.

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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.

1.1.1. **(Added-35FW)** The 35 FW/CC has delegated all T-3 waiver authorities in this document to the 35 OG/CC.

**1.2. Supervision Chain.** The chain of supervision begins with the OG/CC, through the SOF, down to the individual squadron supervisors. The requirements for each position are specified in [Chapter 2](#).

1.2.1. **(Added-35FW)** General USAF Flying. USAF units deployed to Misawa AB operating with the 35 FW will fall under the supervision of the 35 OG/CC. The chain of supervision begins with the OG/CC, through the SOF, down to the deployed unit squadron supervisor. While the 35 FW is conducting local flying, a 35 FW SOF will be on duty; however, for operations outside the 35 FW flying window, deployed units will be responsible for SOF duties and will comply with restrictions specified in [paragraph 6.5.7](#).

1.2.1.1. **(Added-35FW)** Deployed unit Ops Sup/Top 3 will be immediately available to assist the SOF during units flying period. Deployed units will provide a phone number to the SOF for contact in case assistance is needed.

**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 Evaluations (Stan/Eval) channels to the MAJCOM Stan/Eval function, then a copy will be forwarded to the OPR for this publication. **(T-2)** ANG/AFR: forward a copy to the Numbered Air Force/A3 with oversight responsibility. ACC-gained ANG units will forward a copy to ACC/A3G. A3G will forward a copy to the OPR of this publication. **(T-2)**

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Wing Commander.** The wing commander will ensure other group commanders support the OG/CC when and where needed in order to execute an effective program. **(T-2)**

**2.2. Operations Group Commander (OG/CC) (ANG/AFR: OG/CC or Air Operations Officer (AOO)). Note:** For the purposes of this instruction, the terms “operations group commander” (OG/CC), “squadron commander” (SQ/CC), and “director of operations” (SQ/DO) also refer to their designated representatives:

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

2.2.1.1. **(Added-35FW)** The OG Brick holder will use the 35 OG Brick Holder Checklist located on the OGV SharePoint.

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

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

2.2.3.1. A dedicated multi-frequency radio (Ultra High Frequency (UHF), Very High Frequency (VHF) and/or High Frequency (HF), as appropriate based on supported aircraft capabilities). **(T-2)**

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

2.2.3.2.1. **(Added-35FW)** The SOF FM radio brick and SOF vehicle keys will be kept in building 1090 (Weather Flight) when not in use. The closing SOF is responsible for returning the brick and vehicles keys to building 1090.

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-35FW)** 35 FW SOF weather resources and LIMFACs are outlined in [Attachment 3](#).

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-35FW)** The SOF will use the SOF Checklists located on the OGV SharePoint for normal and abnormal operations to the maximum extent possible. Use sound judgement when deviating from the checklists or when no checklist procedure exists and notify the OG/CC. Inform OG/OGV of checklist deficiencies.

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-35FW)** Publications are available on the OG/OGV SharePoint site. Additionally, the SOF will have access to an EFB that contains at a minimum:

2.2.7.1.1. **(Added-35FW)** T.O. 1-F16CM-1

2.2.7.1.2. **(Added-35FW)** T.O. 1F-16CM-1-CL-1

2.2.7.1.3. **(Added-35FW)** T.O. 1F-CM-34-1-1CL-1

2.2.7.1.4. **(Added-35FW)** 35 FW Inflight Guide

2.2.7.1.5. **(Added-35FW)** AFMAN 11-202V3, Flight Operations and PACAF Sup

2.2.7.1.6. **(Added-35FW)** AFMAN 11-2F-16V3, F-16, Operations Procedures and local **Chapter 8**.

2.2.7.1.7. **(Added-35FW)** AFI 11-418, Operations Supervision and 35 FW Sup

2.2.7.1.8. **(Added-35FW)** Current local FLIP. This EFB will be updated by OGV

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)**

2.2.9.1. **(Added-35FW)** In the event of the SOFs repositioning an alternate location, including the SOF truck, they will take the SOF EFB, binoculars and LMR IAW the Bugout Checklist.

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)**

2.2.14. **(Added-35FW)** A dedicated SOF vehicle will be immediately available to the SOF and positioned to respond to emergencies, reposition to an alternate location, and perform airfield inspections or other official functions. This vehicle must have a flight line clearance and be equipped with a multi-channel radio capable of contacting unit aircraft and ATC.

2.2.14.1. **(Added-35FW)** The 35 OSS VCNCO (226-4677) is responsible for coordinating maintenance for the SOF truck. The 35 OSS VNCO will coordinate for an alternate SOF truck with suitable equipment including radios if the primary is undergoing maintenance.

2.2.15. **(Added-35FW)** Deployed SOF Locations: Deployed SOFs will utilize the 35 FW EFBs to access publications. A backup of the 35 OG/OGV SharePoint may be used as well. The deployed SOF EFB will meet EFB requirements in [paragraph 2.2.7.1](#) and its sub paragraphs.

### **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)**

2.4.2.1.1. **(Added-35FW)** The opening SOF will accomplish all steps of the SOF Opening Checklist located on wing EFBs and the OGV SharePoint, determine the field status, and be at the duty location no later than one hour and 30 minutes prior to the first scheduled takeoff time. During winter months (November through March), and when snow is present or forecasted, SOFs will be in place NLT two hours prior to first scheduled takeoff to allow time to coordinate snow removal with AMOPS. The SOF will remain at the duty location until all wing aircraft have shutdown.

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)**

2.4.2.6.1. **(Added-35FW)** Adverse Weather Procedures. The SOF will advise the OG/CC whenever changes to the prevailing or forecast weather (including TEMPO conditions) force a change to the field status.

2.4.2.6.2. **(Added-35FW)** The SOF should request an official weather observation through JASDF ATC personnel whenever rapid weather changes occur which could affect flying operations. SOFs will also solicit PIREPs from airborne platforms (i.e. USAF, JASDF, JMSDF, USN, JAL) and CAMEL to the maximum extent possible during local flying periods.

2.4.2.6.3. **(Added-35FW)** Hachinohe Air Base is the 35 FW primary divert base. Other suitable divers (in order of preference) are Matsushima, Chitose, and Yokota. Matsushima will be the priority over Chitose due to the increased cost and time required for aircraft recovery from Hokkaido Island. If aircraft divert to Chitose, coordinate for their return to Misawa or Yokota to minimize the possibility of remaining overnight at Chitose.

2.4.2.6.3.1. **(Added-35FW)** Use of Japanese civilian airfields requires aggressive coordination and will only be used as a last resort during emergencies. These airfields lack accurate field reporting status, arresting gear, security, and proper servicing capability.

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

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

2.4.2.8.1. **(Added-35FW)** The opening SOF will generate a Supervisor of Flying report and the closing SOF will complete the report, save a copy to the shared drive and send the report IAW the closing SOF checklist. The SOF report and checklists are located on the OGV SharePoint.

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.

- 2.4.2.9.1. **(Added-35FW)** Procedures for contacting the OG/CC from the tower SOF position are in the following order: phone (hot line or 226-3503), LMR (brick), cell phone, or through Command Post (226-3500). Contact Top 3s by phone (hot line or 226-1313 (13 FS) / 226-1414 (14 FS)) or radio (squadron common UHF/VHF).
- 2.4.2.10. **(Added-35FW)** During exercises, SOFs will remove IPE gear when established in the duty location.
- 2.4.2.11. **(Added-35FW)** SOFs will contact the Communications Squadron Help Desk (226-2666) and coordinate an emergency work order for radio or telephone problems during 35 FW local flying. Annotate actions taken on the SOF report for follow on action by OG/OGV. SOFs will also inform the brick holder of any radio issues.

**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)**
- 2.5.1.4.4. **(Added-35FW)** Only Ops Sup/Top 3 qualified personnel may sign the daily flying schedule.
- 2.5.1.5. Ensure crews are briefed on the following:
- 2.5.1.5.1. Aircraft/heliport and airfield status and configuration. **(T-2)**
- 2.5.1.5.2. Scheduled and available airspace. **(T-2)**
- 2.5.1.5.3. Applicable weather for locations that aircrew are flying. **(T-2)**
- 2.5.1.5.4. Significant local hazards. **(T-2)**
- 2.5.1.5.5. Additional items as defined in the unit supplement to this instruction. **(T-3)**

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

2.5.1.6.1. **(Added-35FW)** Complete and email the daily operations report to the "35 OG/EOD" distro (UDG\_35OG\_EOD) when daily flying is complete. The format for this report is located on the OGV SharePoint.

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-35FW)** Conduct and document Ops Sup/Top 3 training IAW the upgrade checklist located on the OGV SharePoint. Place completed worksheets in the upgradee's gradebook and annotate on the Letter of Xs. There is no currency, crew rest, or duty day length associated with Ops Sup/Top 3.

**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>		

**Table 3.1. (35FW) Minimum Flying Unit Supervision Requirements.**

Type Operation	SOF Location	Ops Sup Location
Reduced Local Flying or Deployment/Re-Deployment: $\leq 6$ A/C	N/R	Squadron <sup>2,3</sup>
Deployment/Re-Deployment: $\geq 7$ A/C	Duty Location <sup>1,3</sup>	Squadron <sup>3</sup>
Functional Check Flight	Duty Location <sup>1</sup>	Squadron
<p><b>NOTES:</b></p> <p>1. Duty location as directed by paragraph 5.3 (Primary: Tower. Alternate: SOF truck). Maintain contact with command post via radio, telephone, pager, or intercom when no aircraft are flying and not in the duty location.</p> <p>2. The Ops Sup/Top 3 will be in the squadron and directly accessible to a UHF or VHF radio until 45 minutes after departure and 45 minutes prior to arrival.</p> <p>3. The SOF will be in the duty location until 45 minutes after departure and 45 minutes prior to arrival at Misawa. For outbound AOS movements, SOFs will provide a working phone number to the command post and be able to return to the SOF duty location within 30 minutes until such time as the departure base is no longer the primary Missed Refueling Base + 1 hour. If <math>\leq 6</math> A/C and no SOF is required, this note applies to the Ops Sup/Top 3.</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.

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

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

## 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.

**4.2. 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-35FW)** The maximum SOF duty day is 12 hours. SOF duty shifts should not exceed 8 hours normal OPS, 9 hours for base exercises. The Squadron Ops Sup will coordinate with the OG/CC for SOF tours exceeding these limits. During breaks in the flying schedule, SOFs may leave the tower and return before the next crew step time. SOFs will be accessible by LMR, telephone, or radio when not in the tower.

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.

5.3.1.1. **(Added-35FW)** The 35 OG SOF primary location is 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-35FW)** The SOF Vehicle on the airfield is the designated alternate SOF duty location. The SOF Vehicle primary parking location is located below the tower on the north side, on the airfield. In the event of operating out of the SOF Vehicle, SOFs will park the vehicle as required to monitor takeoffs and landings.

5.3.2.4.1. **(Added-35FW)** When the SOF vehicle is used, SOFs will ensure that the vehicle inspection is logged and signed on the AF Form 1800.

5.3.2.4.2. **(Added-35FW)** The opening SOF on Monday of each week will inspect the vehicle, its radios and fill out the AF Form 1800.

#### 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)**

5.4.6. **(Added-35FW)** Deployed units flying outside the 35 FW flying window and desiring to use a SOF will receive training from OG/OGV. Training will include tower SOF position familiarization, local checklist procedures and an airfield tour highlighting the location of airfield operations, weather, barriers, arming areas, taxiways, and parking areas. Deployed SOFs will not drive unescorted on Misawa airfield unless they have a local Misawa flightline drivers license and are on the 35 SFS entry authorization list (EAL) for the appropriate flightline areas. Deployed unit SOFs will be briefed by the OG/CC or CD prior to assuming duties.

#### 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-35FW)** Fighter squadrons will schedule all necessary training and when complete, will schedule the OG/CC interview. Squadron training will use the 35 FW SOF Upgrade Program tracker located on the OGV SharePoint to document training, progress and approval. Maintain the upgrade program tracker in individual grade books. Once the OG/CC has signed approval for SOF duties, squadron training will update the "Letter of Xs."

5.5.1.2. **(Added-35FW)** A SOF is considered experienced three months after certification at Misawa. Unit training personnel will annotate experienced SOFs using an 'E' in the SOF column on the "Letter of Xs." Only experienced SOFs can supervise upgrading SOF tours.

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.

5.5.4.11. **(Added-35FW)** During an upgrading SOF's supervised tours, the supervising SOF will ensure all training items are accomplished IAW 35 FW SOF Upgrade Program tracker, review all checklists, SOF Read Files, and review the training scenarios included in the SOF checklist with the upgradee.

5.5.4.12. **(Added-35FW)** While in the tower, the upgradee will review and discuss all above items. During the second tour the upgradee will act as SOF with the actual SOF supervising. The upgradee must see both an opening and closing SOF tour prior to program completion. If the upgradee is a previously qualified SOF then only one upgrade SOF tour is required IAW 5.5.6. (preferably an opening SOF tour).

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.

5.5.5.5.1. **(Added-35FW)** 35 FW SOFs are not required to have a flight line driver's license.

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.

5.6.2.1. **(Added-35FW)** SOF's will log their tour on a TAR in PEX after every SOF tour.

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-35FW)** OG/OGV will convene SOF meetings and the OG/CC will brief SOFs on responsibilities, expectations, and commander perspective. The content and timing of SOF meetings will be at the discretion of the OG/CC, and will include seasonal information highlighting trends, hazards and contingencies in the event of severe weather or bird migratory patterns.

5.7.2. Annually, all SOFs are required to review applicable SOF guidance and directives as published in this instruction, unit supplement, and the SOF read file. Additionally all SOFs will receive a briefing from the OG/CC on responsibilities, expectations and commander perspective (this briefing may be held as part of a semi-annual meeting). If unable to attend the OG/CC briefing, SOFs will review briefing minutes posted to the SOF read file prior to their next SOF duty.

## 5.8. Program Administration:

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

5.8.1.1. **(Added-35FW)** OG/OGV is responsible for administering the Supervisor of Flying program.

5.8.1.2. **(Added-35FW)** OG/OGV will develop and maintain SOF Read Files as the primary means of distributing need to know information and SOF meeting notes in a timely manner to SOFs. SOF Read Files will be numbered under the SOF prefix and posted in PEX, on the OGV SharePoint, and in the FCIF Vol 1 binder under FCIF C. SOFs are required to review the SOF Read File and the FCIF library at the beginning of each SOF tour. SOFs will document review of SOF Read Files and FCIFs in PEX.

5.8.2. The OPR will:

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

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

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

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

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

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

- 5.8.2.7. Develop normal and emergency SOF checklists and review/update annually (reference [Attachment 2](#)). (T-3)
- 5.8.2.8. Update the SOF library publications when needed (reference [paragraph 2.2.7](#)). (T-3)
- 5.8.2.9. Develop the unit supplement to this instruction. (T-3)
- 5.8.2.10. Work with all necessary base agencies to ensure SOF equipment is maintained in operating condition and is adequate for mission accomplishment. (T-3)
- 5.8.2.11. Develop and administer a schedule for monthly validation of all CONFERENCE HOTEL contact information for all base-assigned aircraft.

## 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.

**6.2. 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)**

**6.7. Updates.** When notified that CONFERENCE HOTEL information has changed, Lead MAJCOM must submit the change to ACC/A3TV as soon as possible and no later than 48 hours. **(T-1)** ACC/A3TV will then issue a Flight Crew Information File (FCIF) including the updated information. A monthly validation of all CONFERENCE HOTEL contact information for all base-assigned MDSs will be accomplished by the units. **(T-1)** If units discover updated CONFERENCE HOTEL contact information differs from the information in this guidance, they will immediately verify the corrected information and forward it via email through Numbered Air Force/MAJCOM Stan/Eval channels to ACC/A3TV (no AF Form 847 required). **(T-2)**

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

6.8.1. **(Added-35FW)** OGV will monitor CONFERENCE HOTEL SharePoint and update the 35OG SOF checklist when points of contact change. SOFs will ensure the most recent version of this checklist is available.

**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.

6.10.1.1. **(Added-35FW)** Initial certification and recertification checklists for SOF and Top-3 qualifications will include a Conference Hotel (C-Hot) exercise requisite. This requisite will be complied with by completing C-Hot procedure IAW the 35 OG SOF Checklist. Trainee will establish contact with the C-Hot hot-line indicating a simulated conference. Exercise may be conducted either at the ops desk, or during a required SOF tower walk through as applicable.

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

6.10.3.4.1. **(Added-35FW)** Annual CONFERENCE HOTEL requirement will be included in the quarterly flight safety briefing.

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

6.10.3.5.1. **(Added-35FW)** CONFERENCE HOTEL Exercise will be conducted on the first Thursday of each month in accordance with the SOF checklist. Required details will be documented in the SOF daily report. Procedure will be carried out by establishing contact with the hot-line indicating a simulated conference.

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)

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

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

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

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

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

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

7.2.1.3. Documentation for the Ops Sup/Top 3 upgrade is at the discretion of the unit, but will include, as a minimum, proof of training completion that is stored in the individual's training folder (as applicable). (T-1)

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

7.2.3. Personnel. ANG/AFR: Establish procedures for other highly qualified individuals to assist with SOF and Ops Sup/Top 3 duties and responsibilities if required during times when one supervisor is covering both SOF and Ops Sup/Top 3 positions. (T-1)

## Chapter 8

### PROVISIONS

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

**8.2. Tenant Units.** If a unit operates from a location with another organization (i.e., tenant unit), integration into host unit supervisory program should be attempted if operations are compatible. These procedures are implemented through letters of agreement/memorandums of agreement.

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Deputy Chief of Staff, Operations

**(35FW)**

MICHAEL P. RICHARD, Col, USAF  
Commander

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

- (Added-35FW) AFI 11-418, *Operation Supervision*, 22 December 2021
- (Added-35FW) AFI 33-322, *Records Management and Information Governance Program*, 28 Jul 2021
- (Added-35FW) AFMAN 11-202V3, *Flight Operations*, 10 January 2022
- (Added-35FW) AFMAN 11-202V3\_PACAFSUP\_PACAFGM2021-01, *Flight Operations*, 21 Dec 2021
- (Added-35FW) AFMAN 11-2F-16V3, *F-16 Operations Procedures*, 4 Feb 2020
- AFPD 11-2, *Aircrew Operations*, 31 January 2019
- AFMAN 11-202V3, *Flight Operations*, 10 June 2020
- DAFI 33-360, *Publication and Forms Management*, 01 December 2015
- 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-35FW) 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*
- (Added-35FW) DAF 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
- AETC**—Air Education Training Command
- AFGSC**—Air Force Global Strike Command
- AFI**—Air Force Instruction
- AFLCMC**—Air Force Life Cycle Management Center
- AFMAN**—Air Force Manual
- AFPD**—Air Force Policy Directive
- AFR**—Air Force Reserve
- AFSOC**—Air Force Special Operations Command

**AMC**—Air Mobility Command  
**ANG**—Air National Guard  
**AOO**—Air operations officer  
**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  
**DNIF**—Duty not involving flying  
**EFB**—Electronic Flight Bag  
**FM**—Frequency modulation  
**HF**—High frequency  
**IAW**—In accordance with  
**IFE**—In-flight emergency  
**MAF**—Mobility Air Forces  
**MDS**—Mission Design Series  
**OPR**—Office of primary responsibility  
**Ops**—Operations  
**Ops Sup**—Operations supervisor  
**RPA**—Remotely Piloted Aircraft  
**SATCOM**—Satellite Communications  
**SFA**—Single frequency approach  
**SOF**—Supervisor of flying  
**Stan/Eval**—Standardization/evaluation offices  
**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

*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.**

<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-35FW)****35 FW SOF WEATHER RESOURCES AND LIMFACS**

**A4.1. (Added-35FW) Every SOF must.** Understand the accuracy and time delay of the weather reporting material he/she is referencing in order to make appropriate decisions during rapidly changing weather conditions. The following is a list of the weather references SOFs should use, including the associated LIMFACs of each.

A4.1.1. **(Added-35FW) SOF MEF:** This is the official source weather document from which all legal weather decisions must be made, including when to declare an alternate and what qualifies as a legal alternate. SOFs may make a more conservative decision regarding airfield and divert status, but should work with 35 OSS Weather and the OG brick holder when doing so. It is imperative to understand that the SOF MEF is only updated “as needed” by 35 OSS Weather when they see ceiling or visibility changes requiring a revision. Therefore, if SOFs identify conditions that do not match the SOF MEF, they should immediately engage with 35 OSS Weather to change the SOF MEF for legal weather decisions.

A4.1.2. **(Added-35FW) CURRENT LOCAL OBS/TAFs:** Also found on the OSS Weather Flight webpage, the local OBS/TAF link is updated more frequently than the SOF MEF, but may still have up to a 15 minute delay from actual conditions. Another factor to consider is that many sites are updated by a human observer at each airfield, as opposed to being updated automatically by sensor readings. For this reason it’s possible that the OBS/TAFs you see might not reflect actual weather conditions. Therefore, in deteriorating weather conditions SOFs should also reference satellite and radar links on the OSS Weather page to determine big picture trends, as well as consulting with weather via the hotlink on the SOF phone.

A4.1.3. **(Added-35FW) JAPANESE RELAY:** The weather computer in the back of the tower cab is the best source for the most current weather observations at Misawa, with the exception of the wind reading sensor beside the tower controllers. If in doubt about the status of local divert airfields, ask the tower supervisor to call the airfield in question directly to get a real-time update on weather and runway conditions. During rapidly changing weather conditions, the SOF should work with the tower Watch Supervisor to request a more current weather observation using the Japanese Relay.

**A4.2. (Added-35FW) Due to the rapidly changing weather phenomenon experienced at Misawa.** It is imperative that SOFs remain proactively engaged with all of the available weather sources.