COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive 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 (AFR), and Air National Guard (ANG) (see **paragraph 1.3** for specific details). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication office of primary responsibility (OPR) for non-tiered compliance items. Non-tiered compliance items are not waivable at the unit level. The Major Command A3 is the waiver authority for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information

Management System. Refer recommended changes and questions about this publication to the office of primary responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through standardization/evaluation channels to the ACC Standardization Branch: **accdotvsrtb@us.af.mil**). This publication must be supplemented at the unit level; all Supplements must be routed to the Operations Group Commander (OG/CC) for coordination prior to certification and approval. The 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.

(442FW) AFI 11-418, 28 Feb 2020, is supplemented as follows. This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-418, Operations Supervision. It provides expanded guidance, responsibilities, requirements, procedures and training for the supervision of flying operations for the 442d Fighter Wing (442FW). This supplement applies to flying units and personnel assigned to the 442FW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional's chain of command. 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).

SUMMARY OF CHANGES

The publication has been revised to align the waiver authority statements (e.g., "T-1," "T-2"), and to include many other administrative improvements. The document should be completely reviewed.

(442FW) This document is substantially revised and must be completely reviewed. This revision aligns this supplement with AFI 11-418, 28 Feb 2020.

1. Overview.

1.1. **Flying Operations Supervision Structure.** The basic supervision structure for flying operations consists of the Operations Group Commander (OG/CC), the Supervisor of Flying (SOF) and the squadron supervisors, e.g., Operations Supervisor (Ops Sup).

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 **paragraph 2.**

1.3. **Applicability.** This instruction 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 **paragraph 7** and CONFRENCE HOTEL Procedures, this instruction does not apply to Air Force District of Washington, AFGSC Helicopter units, Air Force Material Command (AFMC), Mobility Air Forces (MAF) units within AFR, MAF units within USAFE-AFAFRICA and PACAF, Air Force Special Operations Command (AFSOC), the United States Air Force (USAF) Aerial Demonstration Team (Thunderbirds) and UAS under Remote Split Operations in support of a geographic combatant commander. These units follow Conference Hotel Procedures when judged necessary for safety of flight. This instruction does not apply to Air Mobility Command (AMC) or Civil Air Patrol US Air Force personnel.

2. Roles and Responsibilities. 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.

2.1. **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-1).**

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

2.2.1. Will be available to the SOF or Ops Sup/Top 3 (if no SOF is either available or required based on the type of operation) for consultation during daily flying operations. **(T-1).**

2.2.2. Will ensure tenant flying units use host/tenant memorandum of agreement/letter of agreement to avoid duplication of effort**. (T-1).**

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-1).**

2.2.3.2. A telephone (land-line or cellular telephone) or FM radio to contact the OG/CC (or designated representative), command post, Ops Sups, weather facility and Air Traffic Control (ATC) watch supervisors. Dedicated phone lines (hot-lines) are preferred. **(T-1).**

2.2.4. Will ensure access to authorized weather resources in accordance with (IAW) AFI 11-202V3 V3, *General Flight Rules*. **(T-1).**

2.2.5. Will ensure locally developed checklists are available to outline procedures for normal and emergency situations that include, as a minimum, the items listed in **Attachment 2. (T-1).**

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-1).**

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 TOs, checklists, in-flight guides, and SOF read/information file. **(T-1).**

2.2.7.1. **(ADDED-442FW)** The full FCIF library is available electronically through Briefing Room Interactive (BRI). Required technical orders, pilot aids, smart packs, and Flight Information Program (FLIP) publications are also available on 2 (Primary and Backup) Electronic Flight Bags (EFBs) maintained at the operations desk.

2.2.7.2. **(ADDED-442FW)** 303FS Standardization/Evaluation Liaison Officer (SELO) will maintain at least 1 SOF deployment kit with appropriate minimum essential equipment and publications to allow for relocation or deployed operations.

2.2.8. Will designate primary and alternate duty locations in the unit supplement to this instruction**. (T-1).**

2.2.9. Will ensure the alternate location has adequate communication equipment and the capability to monitor weather conditions**. (T-1).**

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). 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-1).**

2.2.12. Will ensure that SOF upgrade tours include the requirements of **paragraph 5.5.4.** **(T-1).**

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-1).**

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

2.3.1. Will implement, direct, and execute the Ops Sup/Top 3 program. **(T-1).**

2.3.2. Will ensure a SOF/Ops Sup is on duty when required by **Table 1. (T-1).**

2.3.3. Will be available to the Ops Sup/Top 3 for consultation during flying operations. **(T-1).**

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 (i.e., Does it make sense?). 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**. (T-1).**

2.4.2. The SOF will:

2.4.2.1. Be on duty when required by **Table 1**. **(T-1).**

2.4.2.1.1. **(ADDED-442FW)** The SOF will review the daily schedule and inform the Ops Sup or schedulers of any fallout requiring attention. If the schedulers or Ops Sup are not available, NLT 15 minutes prior to scheduled brief time the SOF will make an appropriate name change.

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-1).**

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-1).**

2.4.2.4. Be in a position to visually monitor the final approach and landing of IFE aircraft. **(T-2).** (ANG/AFR: Not required). 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-1).** (ANG/AFR: Not required).

2.4.2.4.1. **(ADDED-442FW)** The SOF will monitor an IFE approach/landing from the Operations Desk as required. At the discretion of the SOF/Ops Sup, a pilot may be dispatched to the end of the runway to monitor an IFE approach/landing when the emergency consists of a landing gear malfunction or controllability issue. The SOF will coordinate with the tower watch supervisor to safely monitor the recovery of the IFE aircraft if no other pilot is available.

2.4.2.5. Monitor the status of primary and emergency airfields/heliport and inform aircrews of changes that may affect flight operations. **(T-1).**

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-1).**

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-1).** 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.

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.

2.4.3. Ops Sup/Top 3 will:

2.4.3.1. Be on duty when required by **Table 1. (T-1).**

2.4.3.2. Be available to assist the SOF and aircrew. **(T-1).**

2.4.3.3. 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-1).**

2.4.3.4. 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-1). 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.

2.4.3.4.1. Ensure the SOF is advised of any changes or deviations to the squadron's flying schedule. **(T-1).**

2.4.3.4.1. **(442FW)** When notified of fallout on daily schedule, provide the SOF with corrections/alternatives to correct the issue.

2.4.3.4.2. Ensure electronic scheduling and tracking systems are updated to include changes to and deviations from the daily flying schedule. **(T-1).**

2.4.3.4.3. Be the primary liaison between Ops and Maintenance during the execution of the flying schedule. **(T-1).**

2.4.3.4.3. **(442FW)** When the SOF and Ops Sup are not combined, the SOF may act as the primary liaison between Fighter Squadron Operations and Maintenance.

2.4.3.5. Ensure crews are briefed on the following**:**

2.4.3.5.1. Aircraft/heliport and airfield status and configuration. **(T-1).**

2.4.3.5.2. Scheduled and available airspace. **(T-1).**

2.4.3.5.3. Applicable weather for locations that aircrew are flying. **(T-1).**

2.4.3.5.4. Significant local hazards. **(T-1).**

2.4.3.5.5. Additional items as defined in the unit supplement to this instruction. **(T-1).**

2.4.3.6. Prepare, at squadron commander's discretion, a daily log to aid in tracking operations and major events. **(T-1).** Log format and content is defined by the unit supplement.

2.4.3.7. 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-1).**

2.4.3.8. **(ADDED-442FW)** The SOF log is a group of electronic folders kept on the squadron shared drive containing separate Excel files for each day. It is accessible through Briefing Room Interactive (BRI) and is maintained at P:\303FS-BRI\Stan Eval\SOF Log. All SOFs are required to complete the basic SOF Log information, as well as any IFEs, weather diverts, mission changes that required SOF action, ground/air aborts, hung munitions, other weather issues, weather alternates, late carts, long bombs, other release anomalies, and other unusual occurrences. Deficiencies with the SOF program or equipment will be annotated in the SOF log as well. 442nd Operations Group Standardization and Evaluation (442OG/OGV) will review the SOF log and resolve any outstanding discrepancies with the required agency. The SOF log should be sent to supervisors daily by the closing SOF.

2.4.4. Mission Support Group Commanders will maintain, upgrade and repair the applicable SOF facilities, equipment, and vehicles if a SOF vehicle is available. **(T-1).**

2.5. **Operations Supervisor (Ops Sup)/Top 3.** SQ/CCs will ensure that other individuals, approved by the OG/CC, are annotated on the squadron certification document (letter of Xs, for example). **(T-1).** ANG/AFR: OG/CC or Air Operations Officer (AOO) will determine requirements for Ops Sup and the appropriate personnel to fill the Ops Sup position. **(T-1).** Squadron commander and operations officer decision authority may be delegated to this position to make operations-related decisions and recommendations.

3. Operations Minimum Supervision Requirements. This section identifies the minimum flying unit supervisory requirements depending on types of operations involved. (Additional requirements can be defined in the unit supplement).

Table 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

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

Definition of 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.
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.

3.1. **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, pager, 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.

3.1.1. **(ADDED-442FW)** The unit operations complex is defined as the squadron building (building 41) and the wing building (building 48). If the SOF and Ops Sup positions are not combined, the Ops Sup must be in the unit operations complex and immediately available via phone or over the intercom system.

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

3.2.1. **(ADDED-442FW)** The SOF requirement for FCFs will be the same as normal daily flying operations.

3.2.2. **(ADDED-442FW)** If there is no requirement for a SOF/Ops Sup to be on duty at the operations desk for cross-country returns (6 or fewer aircraft), the 442 Maintenance Operations Center (MOC), 442FW Command Post (CP) and the 509BW CP must have the name and number of the on-call Ops Sup.

3.3. **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.

3.3.1. **(ADDED-442FW)** When other tactical or support units deploy to Whiteman AFB and operate directly with the 303 FS, the 442FW SOF can cover the deployed unit's SOF requirement if allowed by the deployed unit regulations. A technical advisor as a minimum (or as required by AFI 11-418 or equivalent regulation) will be immediately available (phone or in the 303FS building) to the 303FS SOF for IFEs or unusual situations. Visiting units will distribute their schedule to the 303FS and the 442FW CP. The 442FW CP will distribute the visiting unit's schedule to all required agencies and will maintain a telephone listing of deployed unit supervisors and operating locations as required.

3.3.2. **(ADDED-442FW)** If another A-10 unit deploys to Whiteman AFB, the 442FW SOF can act as the sole representative for all local A-10 flying operations. If the deployed A-10 squadron has flying outside of the 303FS window, that unit will cover SOF responsibilities, unless coordinated with the 303 FS prior. If 442FW SOF duties are going to be covered by a deployed qualified A-10 SOF, they must perform those duties at the 303FS operations desk and receive a familiarization brief from any SOF familiar with 442FW SOF procedures and duties.

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.

4.1.2.1. **(ADDED-442FW)** All phone numbers for Wing and Squadron supervisors are located in the SOF briefing guide. When time allows, these individuals will be updated on the emergency situation. In no case will the SOF's attention be diverted away from an emergency situation to make supervisory contact. The 442FW CP (if on duty) or the 509BW CP can be used for this notification requirement.

4.1.2.2. **(ADDED-442FW)** If unable to contact the OG/CC, the following designated representatives are approved for flying operations decisions in order of precedence: 442 OG/CD, 303 FS/CC, 303 FS/DO, 303 FS/ADO. Contact the WG/CC and the

OG/CC (or his representative) during IFEs or unusual circumstances if time and safety permits.

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.

5. **Supervisor of Flying (SOF) Guidance.** Unless noted otherwise, this guidance applies to the Ops Sup/Top 3 when a SOF is either unavailable or not used.

5.1. **SOF/ATC Relationship:**

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 AFI 11-202 Volume 3, as supplemented**.**

5.2.1.1. **(ADDED-442FW)** Separately scheduled Ops Sups (position not combined with SOF) should have crew rest, but can be performed without, on rare occasions with no other scheduling options available.

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 an individual SOFs duty day up to 16 hours on a case-by-

case basis. (AFGSC Missile Wings: For alert and scramble operations, the SOF maximum duty day is 24 hours as long as alert/sleeping facilities are readily available).

5.2.3. The SOF will be at the prescribed duty location IAW **Table 1** not later than 30 minutes prior to first takeoff in order to complete required duties in **paragraph 2.4**.

5.2.3.1. **(ADDED-442FW)** The SOF will normally be in place at least 30 minutes prior to the first flight briefing and complete the tour at last engine shutdown. Changes to this rule will be coordinated with the 442 OG/CC or his designated representative. In all cases, a SOF will be on duty not later than one hour prior to a scheduled local takeoff or landing.

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-442FW)** The primary SOF location will be the 303rd Fighter Squadron operations desk.

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-442FW)** The alternate SOF location is in the Whiteman Air Force Base (AFB) Control Tower. Other authorized locations for the SOF are the SOF vehicle and the 442FW CP. When using the SOF vehicle as the alternate SOF location, a hand-held PRC-152 radio must be hand-carried to the vehicle. In any case, when using an alternate SOF location all methods of communication should be checked immediately upon assuming SOF duties from the new location.

5.3.2.5. **(ADDED-442FW)** The 303 FS SOF will have access to a dedicated SOF vehicle.

5.4. **Certification:**

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

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 must be 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-1).**

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. Additionally, upon completion of the upgrade flow, the unit will update "Letter of Xs", or AF Form 4348, *USAF Aircrew Certifications*, or equivalent document to reflect the SOF certification. **(T-1).**

5.5.2. Squadron commanders will screen and review (in accordance with **paragraph 5.4**) all SOF candidates before nominating them for entry into the upgrade program. **(T-1).**

5.5.2.1. **(ADDED-442FW)** SOF upgrades will be nominated (see **Attachment 5**) by the FS/CC or DO and conducted by 303 FS Operations Training (DOT). The normal means of nomination will be through the 303FS Training Review Board or in the Semi-Annual SOF meeting. **Attachment 6** provides the SOF upgrade checklist. Previously qualified SOFs may upgrade using a modified program when directed on **Attachment 5**.

5.5.2.2. **(ADDED-442FW)** In the absence of the FS/CC, the 303 FS/DO is authorized to screen and review qualifications of all candidates before entry into the SOF upgrade program.

5.5.2.3. **(ADDED-442FW)** In the absence of the OG/CC, the OG/CD may review upgrade training records and certify upgrades for SOF duty. 303 FS/DOT will maintain SOF training/qualification records for all qualified SOFs.

5.5.3. All SOF candidates will receive an interview and briefing from the OG/CC on responsibilities, personal philosophy and expectations. **(T-1).** 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-1).** The tours are conducted on two different days in order to maximize the chances of the upgrading SOF to observe differing wind and weather conditions. Upgrading SOFs will act as primary SOF on their second upgrade tour. **(T-3).** The OG/CC will ensure the upgrade tour includes the following:

5.5.4. **(442FW)** Any SOF who is also qualified as an Ops Sup can conduct SOF upgrade training.

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-1).**

5.5.4.2. Operation of all SOF equipment and radios. **(T-1).**

5.5.4.3. Contact procedures for aircraft and support agencies. **(T-1).**

5.5.4.4. A review of publications and directives available to the SOF. **(T-1).**

5.5.4.5. Operation of SOF vehicle (requires a flight line permit/license). **(T-1).**

5.5.4.6. Successful handling of an ORMKORM/Precautionary Landing (actual or simulated). **(T-1).**

5.5.4.7. Procuring/observing weather (to include forecaster duties and priorities) information. **(T-1).**

5.5.4.8. Approach/departure control information. **(T-1).**

5.5.4.9. Tower operations. **(T-1).**

5.5.4.10. Conduct a thorough review of CONFERENCE HOTEL procedures on SharePoint®. **(T-1).**

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 Drivers License. **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. **(T-3).**

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**. (T-1).** **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 (Aviation Resource Management System preferred). **(T-1).**

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

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). 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-442FW)** 442 OG/Standardization Evaluation (442 OG/OGV) will coordinate and hold semi-annual SOF meetings. The Patriot Excalibur (PEX) Go/No-Go program will be used to track and sign off individuals unable to attend.

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-442FW)** 442 OG/OGV will be responsible for the administration of the SOF program. 303 FS/DOT will track qualifications and maintain required documentation.

5.8.1.2. **(ADDED-442FW)** 442 OG/OGV will maintain the SOF read file using the Flight Crew Information File (FCIF) module in PEX. SOF compliance with reading the latest read file items will be tracked using the GO/NO-GO module in PEX. All SOFs will read and sign off all FCIF-B read file items prior to their SOF tour.

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 permeant 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).**

6. CONFERENCE HOTEL.

6. (442FW) CONFERENCE HOTEL. If needed, MOC will be contacted to assemble a team of system experts at the 303FS operations desk, to deal with a complicated emergency situation. This process is very time consuming and should only be entertained if fuel and time permits. The correct procedures to contact the Conference Hotel team at Hill AFB are in the SOF book and AFI 11-418.

6.1. **CONFERENCE HOTEL Procedures.** These procedures make aircraft specialists accessible to the SOF or Ops Sup and aircrew when in-flight situations pose systems-related questions that cannot be answered at the local level. See following SharePoint® link for Mission Design Series-specific points of contact: **https://acc.eim.acc.hedc.af.mil/org/A3/A3T/A3TV/CONFERENCE%20HOTEL%20Procedure/Forms/AllItems.aspx** . If unable to access SharePoint®, contact Numbered Air Force standardization/evaluation offices (Stan/Eval) for assistance. 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, the Wright Patterson Program Office, or the contractor.

6.2. **Emergency Assistance Numbers.** The contractor, Program Office or Air Force Life Cycle Management Center numbers at 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.

6.3. **Call Initiation.** To initiate CONFERENCE HOTEL, contact the appropriate facility in accordance with **table A1** of the document at: **https://acc.eim.acc.hedc.af.mil/org/A3/A3T/A3TV/CONFERENCE%20HOTEL%20Procedure/Forms/AllItems.aspx** and provide the following information:

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

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

6.3.3. Type aircraft.

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

6.4. **CONFERENCE HOTEL.** Lead MAJCOMs are responsible for keeping CONFERENCE HOTEL information updated. MAJCOMs will check information biannually and update it as needed. 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**.**

6.5. **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).**

6.6. **Updates.** If units discover updated CONFERENCE HOTEL contact information different 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).**

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

7. Unit Supplement. Each unit will provide a supplement to this instruction that, at a minimum, includes the following items:

7.1. **Designated OPR.** Unit organization with a designated OPR of the Operations Supervision program (**paragraph 6.9.1**). **(T-1).**

7.2. **Alternate SOF Locations.** Alternate SOF locations and specific equipment requirements as well as the extent of the unit operations complex for determining Ops Sup duty location. (**paragraph 6.3** and **Table 1, Note 1** & **3**). **ANG/AFR:** Designate both the primary and alternate SOF duty locations (**paragraph 6.3.2**). **(T-1).**

7.3. **Supervision Requirements.** Supervision requirements and duty locations when a functional check flight is airborne (**paragraph 3.2, Note 1**). **(T-1).**

7.4. **Read File.** Building and maintenance of a SOF read file. **(T-1).**

7.5. **Local Procedures.** Local procedures and checklists for SOFs (reference **Attachment 2**) to include format and content of the daily log (**paragraph 4.3.10**) as well as medium (i.e., electronic, hardcopy, or combination) for the SOF library (**paragraph 6.4.5**). **(T-1).**

7.6. **Deployed Procedures.** Procedures for how deployed units integrate into host unit operations supervision structure. **(T-1).**

7.7. **Leadership Contact.** Procedures (pager, phone, radio, etc.) for base Command and Control personnel to contact unit supervision during flying operations. **(T-1).**

7.8. **Local CONFERENCE HOTEL procedures.** Local units shall develop the following procedures:

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

7.8.1. **(442FW)** 442OG/OGV is responsible for coordinating and tracking any SOF program equipment deficiencies.

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

7.8.1.2. 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).**

7.8.1.2. **(442FW)** Initial SOF training is a sufficient upgrade to conduct Ops Sup duties combined or separate. Those SOFs who are also cleared to do Ops Sup duties are certified by a letter signed by the OG/CC and indicated in the letter of qualifications (see **Attachment 7**).

7.8.1.3. 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).**

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

7.8.2.1. **(ADDED-442FW)** In addition to the 442FW/CC and 442OG/CC, the SOF, 303FS/CC, 303FS/DO, and Ops Sup have authority to cancel any flying activities or divert any airborne aircraft.

7.8.3. 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).**

7.8.3.1. **(ADDED-442FW)** When a scheduled SOF is both SOF and Ops Sup qualified, those positions can be combined. In the event of an IFE or unusual circumstance where assistance is required, a page will be placed for "any available pilot report to the Operations Desk to assist the SOF." When a SOF is not Ops Sup qualified, a separate Ops Sup will be scheduled.

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

8.1. **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.

8.1.1. **(ADDED-442FW)** The 442FW SOF will not act as the 509BW SOF. The 442FW SOF should keep the 509BW SOF informed during emergency operations.

8.2. **AFGSC Helicopter Units.** AFGSC helicopter units and missile wings are considered smaller than wing-sized units.

9. Waivers. Forward a copy of any waivers through local Stan/Eval channels to the MAJCOM Stan Eval function who then forward a copy to the OPR for this instruction. 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.

MARK D. KELLY, Lt Gen, USAF
Deputy Chief of Staff, Operations

(442FW)

MICHAEL D. LEONAS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 11-202V3, *General Flight Rules*, 10 August 2016

AFI 33-360, *Publication and Forms Management*, 1 December 2015

(Added-442FW) 442 FW Hawg Brain, InFlight Guide, 1 July 2019

(Added-442FW) A-10 Battle Book, Combat Guide, 18 September 2018

(Added-442FW) AFMAN 11-2A-10C, Volume 3, A-10C--Operations Procedures, 22 Jan 2020

(Added-442FW) AFMAN 11-2A-10C, Volume 3, Chapter 8--A/OA-10—Local Operating Procedures, 22 Jan 2020

AFMAN 33-363, *Management of Records*, 1 March 2008

(Added-442FW) T.O. 1A-10C-1CL-1, Flight Crew Checklist Pilot, 15 May 2020

(Added-442FW) T.O. 1A-10C-34-1-1CL-1, Pilot's Checklist, 15 May 2020

(Added-442FW) Whiteman Air Force Base Instruction 13-204, Airfield & Flying Operations, 21 June 2013

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-442FW) 303FS—303rd Fighter Squadron

(Added-442FW) 442FW—442nd Fighter Wing

(Added-442FW) 442OG/OGV—442nd Standardization and Evaluation

(Added-442FW) 509BW—509th Bomb Wing

ACC—Air Combat Command

AETC—Air Education Training Command

AFGSC—Air Force Global Strike Command

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFR—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AMC—Air Mobility Command

ANG—Air National Guard

AOO—Air operations officer

ARMS—Aviation Resource Management System

ATC—Air traffic control

BMC—Basic Mission Capable

(Added-442FW) BRI—Briefing Room Interactive

CAF—Combat Air Forces

CMR—Combat Mission Ready

(Added-442FW) CP—Command Post

CT—Continuation training

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

DNIF—Duty not involving flying

(Added-442FW) DO—Director of Operations

(Added-442FW) DOT—Operations Training

(Added-442FW) FCIF—Flight Crew Information File

(Added-442FW) FLIP—Flight Information Program

FM—Frequency modulation

(Added-442FW) FS—Fighter Squadron

(Added-442FW) FW—Fighter Wing

HF—High frequency

IAW—In accordance with

IFE—In-flight emergency

MAF—Mobility Air Forces

(Added-442FW) MOC—Maintenance Operations Center

OPR—Office of primary responsibility

Ops—Operations

Ops Sup—Operations supervisor

(Added-442FW) PEX—Patriot Excalibur

POC—Point of contact

(Added-442FW) RDS—Records Disposition Schedule

RPA—Remotely piloted aircraft

(Added-442FW) SELO—Standardization/Evaluation Liaison Officer

SFA—Single frequency approach

SOF—Supervisor of flying

(Added-442FW) SQ—Squadron

Stan/Eval—Standardization/evaluation offices

TO—Technical Order

UAS—Unmanned Aircraft Systems

UHF—Ultra high frequency

USAF—United States Air Force

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

VHF—Very high frequency

WG—Wing

Terms

Daily Flying Operations—Normal or surge operations at the unit's home station (this does not include other types of operations defined below).

On-Going Off Station Sorties—Missions/sorties that do not takeoff or land at home station.

Deployed Operations—Flight operations away from home station that are part of a deployment, exercise or contingency.

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):

Table A2.1. Supervisor of Flying (SOF) Procedural/Emergency Checklist.

Item Number	Item
1	Opening
2	SOF changeover
3	Closing
4	OG/CC notification
5	Aircraft emergency
6	Barrier engagement
7	Emergency divert
8	Weather recall
9	Change of runway
10	Runway closure
11	Anti-hijack
12	Communications search
13	Aircraft dispersal
14	Controlled bailout

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

A3.1.7. 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-442FW)

SOF NOMINATION LETTER

NOTE: The information below is an example.

MEMORANDUM FOR 303FS/DOT

FROM: 303FS/CC or 303FS/DO

SUBJECT: SOF NOMINATION

1. (Rank and Name) is qualified and therefore nominated for SOF upgrade as of (date).

2. (Rank and Name) will (indicate full upgrade or outline the modified program as required).

(NAME), (RANK), USAFR
303FS/CC or 303FS/DO (as appropriate)
CC: (as required)
442OG/OG
442OG/OGV
303FS/DOT

Attachment 5 (Added-442FW)

SUPERVISOR OF FLYING UPGRADE CHECKLIST

NOTE: The information below is an example of the checklist.

1. Two one hour periods of instruction to include:

	Initials	Date
A. A review and understanding of:		
1. AFI 11-418	_____	_____
2. 442 FW Supplement 1 to AFI 11-418	_____	_____
3. Locally developed SOF checklist(s)	_____	_____
4. Flight Clearance Form	_____	_____
5. Verbal briefing (any SOF) on all normal SOF duties	_____	_____
6. Verbal briefing (any SOF) on Weather services used	_____	_____
7. BRI SOF Page familiarity	_____	_____
8. PEX data entry & Go/No-Go verification process	_____	_____
9. Contact procedures for airborne A/C as support agencies	_____	_____
B. Observation and practice of SOF duties to include:	_____	_____
1. SOF vehicle use and final approach monitoring locations	_____	_____
2. Orientation of home base aircraft, facilities, and vehicle routes	_____	_____
3. SOF notification/OPREP-3 Reporting procedures	_____	_____
4. Location and operation of SOF related equipment/radios	_____	_____
5. Use of SOF's normal and emergency checklists	_____	_____
6. SOF Deployment Kit	_____	_____
7. Actual/simulated in-flight emergency (acting as primary SOF)	_____	_____

2. Visit RAPCON/Tower to discuss SOF/ATC coordination: Date: _____
3. Visit Weather Shop to discuss SOF/Weather coordination: Date: _____
4. Visit 442FW CP and 509BW Base Operations discuss SOF interaction Date: _____
5. Call the Fire Dept (x4507) and 509BW EOD (x4223) to discuss
SOF coordination   Date: _____

6. Two 2 hour periods of Supervised SOF tours completed on different days. Second tour, upgradee will act as primary SOF:

First period   Instructor SOF:_____   Date: _____
Second period   Instructor SOF:_____   Date: _____

Additional periods (used only if required to complete training):
              Instructor _____   Date: _____
              Instructor _____   Date: _____

7. Briefing by Safety Officer to cover SOF duties during
an accident or incident   _____ _____

8. SOF test administered by Stan/Eval _____ _____

9. Briefing by OG/CC or OG/CD of SOF responsibilities _____ _____

10. Certification: _____ has completed the required SOF upgrade and is certified to perform SOF duties.

FIRST MI LAST, RANK, USAFR
Commander, 442 Operations Group (or deputy)

11. Return checklist to 303FS/DOT to scan into Electronic Training Folder and update Letter of Qualifications.   Date:_____

12. 303 FS/DOT will notify 442OG/OGV via email after SOF training checklist is certified by OG.   Date:_____

Minimum items for previously qualified SOFs

Attachment 6 (Added-442FW)

OPERATIONS SUPERVISOR CERTIFICATION LETTER

NOTE: The information below is an example.

MEMORANDUM FOR 303FS/CC

FROM: 442OG/CC

SUBJECT: Operations Supervisors for the 303FS

1. The following pilots are certified to perform Operational Supervisor duties as required by AFI 11-418 (combined with SOF or separate). The following individuals have completed sufficient training as part of their initial SOF upgrade to act as a squadron Operations Supervisor. All qualified individuals will be annotated on the 303FS Letter of Xs.

Names and rank of all certified Operations Supervisors

2. Contact (Rank and Name), 442OG/OGV, at 687-4601 with any questions.

3. Previous letter dated 19 May 2010, same subject, is rescinded.

FIRST MI LAST, Rank, USAFR
Commander

Cc:
303FS/DO
303FS/DOT
303FS/DOS