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SECRETARY OF THE AIR FORCE**



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**Flying Operations**

**OPERATIONS SUPERVISION**

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This publication implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*. It establishes the responsibilities, requirements, procedures and training for the supervision of flying operations. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard (ANG) (see [paragraph 1.3](#) for specific details). This publication is not applicable to the United States Space Force or the Civil Air Patrol. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable System of Records Notice F011 AF XO A, 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. 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 Form 847 from the field through standardization/evaluation channels to the ACC Standardization Branch: [accdotvstrtb@us.af.mil](mailto:accdotvstrtb@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 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 Department of the Air Force Instruction DAFI 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. 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. Compliance with **Attachment 2** is mandatory. Compliance with **Attachment 1** and **Attachment 3** is not mandatory.

(1FW) AFI 11-418, *Operations Supervision*, is supplemented as follows: This supplement applies to all Langley AFB (LAFB) flying units, including the 1st Fighter Wing and the 192nd Wing (1 FW/192 WG). Guidance is applicable to all aircraft operations at LAFB, to include ANG and AF Reserve personnel. 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 Records Disposition Schedule. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 1st Operations Group Standardization/Evaluation Division (1 OG/OGV). This instruction is not to be supplemented except via coordination with 1 OG/OGV. Deviations and waivers must be approved by the 1 OG/CC, and are considered Tier-3. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

***SUMMARY OF CHANGES***

The publication has been revised to align the waiver authority statements (e.g., “T-1,” “T-2”). The format was changed to chapters affecting the paragraph numbering, and includes many other administrative changes. Additions to **Chapter 6** address new training requirements. **Chapter 9** was deleted and the information moved to **paragraph 1.4**. This publication should be completely reviewed.

**(1FW)** This publication has been revised, readers should review this publication in its entirety. Major changes include SOF procedures.

**(1FW)** This instruction is not to be supplemented except via coordination with 1 OG/OGV. Deviations and waivers must be approved by the 1 OG/CC, and are considered Tier-3. 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.

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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-1FW) The 1 FW/CC has delegated all T-3 waiver authorities in this document to the 1 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-1FW) General USAF Flying. USAF units deployed or TDY to JB Langley operating with the 1 FW will fall under the supervision of the 1 OG/CC. The chain of supervision begins with the OG/CC, through the SOF, down to the deployed unit squadron supervisor. While the 1 FW is conducting local flying, a 1 FW/192WG SOF will be on duty; however for operations outside the 1 FW flying window, deployed units will be responsible for SOF duties.

1.2.1.1. (Added-1FW) Deployed or TDY unit Ops Sup/Top 3 will be immediately available to assist the SOF during units flying period. These units will provide a phone number to the SOF for contact in case assistance is needed.

1.2.1.2. (Added-1FW) The SOF will reference the daily flying schedule to find the duty location and telephone number for units TDY to JB Langley. The SOF will use this information for the unit's type of aircraft. However, the SOF may only provide direct technical assistance to aircraft in which currently qualified.

**1.3. Applicability.** This publication applies to all flying units, including those operating Unmanned Aircraft Systems (UAS) at launch and recovery airfields, of Air Combat Command (ACC), Air Force Global Strike Command (AFGSC), Air Education Training Command (AETC), Pacific Air Forces (PACAF), Combat Air Forces (CAF) units within United States Air Forces in Europe and Air Forces Africa (USAFE-AFAFRICA), and CAF units within Air Force Reserve (AFR). This instruction applies to all ACC-, PACAF-, and AETC-gained Air National Guard units. With the exception of CONFERENCE HOTEL Procedures, this instruction does not apply to Air Force District of Washington; AFGSC Helicopter units; Air Force Material Command (AFMC); Air Force Special Operations Command (AFSOC); the United States Air Force (USAF) Aerial Demonstration Team (Thunderbirds); UAS under Remote Split Operations in support of a geographic combatant commander and Mobility Air Forces (MAF) units within AFR, AMC, USAFE-AFAFRICA and PACAF. **Note:** CONFERENCE HOTEL Procedures apply to all MAF units. These units follow CONFERENCE HOTEL Procedures when judged necessary for safety of flight. This publication does not apply to the Civil Air Patrol US Air Force personnel.

**1.4. Waivers.** Forward a copy of any waivers through local Standardization and Evaluation (Stan/Eval) channels to the MAJCOM Stan/Eval function, then a copy will be forwarded to the OPR for this publication. (T-2) ANG/AFR: forward a copy to the Numbered Air

Force/A3 with oversight responsibility.

## Chapter 2

### ROLES AND RESPONSIBILITIES

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

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

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

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

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

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

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

2.2.4. Will ensure access to authorized weather resources in accordance with (IAW) AFMAN 11-202 Volume 3, *Flight Operations*. **(T-1)**

2.2.4.1. **(Added-1FW)** Will ensure weather resources are available to the SOF via computer, EFB or by calling 1 OSS/OSW.

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

2.2.6. Will ensure dedicated binoculars are immediately available for SOF use when either in the primary or alternate duty location for a clear view of the runway. **(T-3)**

2.2.7. Will ensure a SOF library is available (either hard copy or electronic as outlined in the unit supplement to this instruction) that includes applicable directives and instructions (to include AF, Higher Headquarters, and local guidance), aircraft technical orders, checklists, in-flight guides, and SOF read/information file. **(T-2)**

2.2.7.1. **(Added-1FW)** Will ensure publications maintained by OGV are available on the OGV SharePoint site, as well as the Department of the Air Force E-Publishing website, and the OGV drive. The SOF Binder will be located on both SOF EFBs located at the primary SOF station. Current SOF read files will be located within

PEX and within the OGV drive. No hard copies of checklists, technical orders, FLIP, publications, FCIFs, or read files will be maintained. Additionally, the SOF will have access to an EFB that contains at a minimum:

2.2.7.1.1. **(Added-1FW)** T.O. 1F-22A-1

2.2.7.1.2. **(Added-1FW)** T.O. 1F-22A-1CL-1

2.2.7.1.3. **(Added-1FW)** T.O. 1F-22A-34-1-1

2.2.7.1.4. **(Added-1FW)** T.O. 1F-22A-34-1-1CL-1

2.2.7.1.5. **(Added-1FW)** T.O. 1T-38A-1

2.2.7.1.6. **(Added-1FW)** T.O. 1T-38A-1CL-1

2.2.7.1.7. **(Added-1FW)** 1 FW Inflight Guide and F-22/T-38 supplements

2.2.7.1.8. **(Added-1FW)** AFI 11-202V3, General Flight Rules and ACC Sup

2.2.7.1.9. **(Added-1FW)** AFMAN 11-2F-22V3 and F-22 Operations Procedures and local **Chapter 8**

2.2.7.1.10. **(Added-1FW)** AFMAN 11-2T-38V3 and T-38 Operations Procedures and local **Chapter 7**

2.2.7.1.11. **(Added-1FW)** AFI 11-418, Operations Supervision and 1 FW Sup

2.2.7.1.12. **(Added-1FW)** 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)**

2.2.8.1. **(Added-1FW)** The control tower is the primary SOF duty location. Base Operations is the alternate SOF duty location.

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-1FW)** FM radios will be maintained and be kept available at airfield management for SOF use. 1 OSS/OSW will assist the SOF with monitoring the weather in both the primary and alternate locations. SOFs will bring the EFBs, LMR, personal cellphone, and binoculars from the tower cab when needing to operate out of the alternate duty location.

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)

2.2.13.1. (Added-1FW) The SOF upgrade record will be the SOF upgrade checklist in [Attachment 4](#) or as updated by OGV. This will be assigned to individuals in the SOF upgrade by their unit training shops. OGV will maintain this checklist and update it as needed. Once completed and signed by the OG/CC it will be kept on file by unit training shops until the individual leaves the base for another assignment or separation.

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

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

2.3.2. Will ensure a SOF/Ops Sup is on duty when required by [Table 3.1](#). (T-3)

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

**2.4. Supervisor of Flying (SOF).** When on duty, the SOF is a group-level position and is the direct representative of the OG/CC. The SOF is the focal point for command and control of flight operations. OG/CC decision authority is delegated to this position to accomplish the mission. As the OG/CC's representative, the SOF ensures that in-flight emergency (IFE) recovery plans and weather-related mission changes reflect sound airmanship, follow established guidance, and adhere to sound operational risk management principles as per AFI 90-802, *Risk Management*. The SOF directs appropriate actions to correct/prevent unsafe situations. This includes the use of any and all resources to include radios, FM nets, telephone hot lines and all wing-flying operations on the ground or in the air. During an emergency or an abnormal situation, the SOF provides aircrews with guidance, timely advice and assistance to determine a correct course of action.

2.4.1. SOF is not required for rescue, helicopters, weather, electronic attack, airlift, air refueling, special operations, Command, Control, Intelligence, Surveillance, and Reconnaissance (C2ISR), or Remotely Piloted Aircraft (RPA) operations. C2ISR/RPA units will establish an Ops Sup/Top 3 program.

2.4.2. The SOF will:

2.4.2.1. Be on duty when required by [Table 3.1](#). (T-2)

2.4.2.2. Be responsible to the OG/CC for monitoring and supervising all phases of unit flying operations and provide guidance, advice, assistance and recommendations to aircrews, unit supervisors (i.e., Ops Sup/Top 3), Command and Control personnel, and/or other supporting agencies regarding the safe and efficient conduct of flight operations. (T-3)

2.4.2.2.1. (Added-1FW) Use the SOF Binder/Checklists located on the OGV SharePoint and on the SOF EFB for normal and abnormal operations to the maximum extent possible. The CONFERENCE HOTEL procedures will be included in the SOF Binder. Use sound judgement when deviating from the

checklists or when no checklist procedure exists and notify the OG/CC. Inform OGV of any SOF Binder or checklist deficiencies.

2.4.2.2.2. **(Added-1FW)** Coordinate during any IFE with the Tower Watch Supervisor to ensure that the Primary Crash Alarm System (PCAS) and/or the Secondary Crash Net (SCN) have been activated. The SOF will reference applicable SOF checklists for specific IFE guidance, and coordinate with the WS IAW the SOF & ATC Operations Letter maintained by the Airfield Operations Flight Commander (AOF/CC). Base C2 personnel should contact the command post for coordination with unit supervision. For further guidance on Joint Base Langley-Eustis (JBLE) aircraft emergency response and reporting, reference LAFBI 11-250, Airfield Operations and Base Flying Procedures (located under the Publications tab of the 1 OG/OGV SharePoint®) and JBLE Emergency Management Plan 10-2 (located at <https://langley.eim.acc.hedc.af.mil/org/633abw/plans/default.aspx>).

2.4.2.2.3. **(Added-1FW)** Contact the appropriate agencies in the event of an associate or transient emergency and will provide assistance as required. If associate unit supervisors have access to a multi-channel UHF radio at the unit's duty section, the SOF can authorize the unit supervisor the use of the SOF frequency, if required, for direct communication with the emergency aircraft. If the associate unit wishes to communicate on the ATC emergency SFA (284.0), that request must be coordinated through the appropriate ATC agency and will be IAW the provisions of the SOF & ATC Operations Letter. The SOF will retain overall authority and responsibility for the emergency.

2.4.2.2.4. **(Added-1FW)** Have access to and monitor the EAGLENET via a handheld FM brick. The opening SOF will sign out the brick from airfield management. Closing SOF will ensure any EFB Wi-Fi updates needed begin downloading prior to the next day. The FM brick will be returned to base ops prior to leaving.

2.4.2.2.5. **(Added-1FW)** Report and coordinate the repair of any equipment discrepancies either directly with the appropriate agency, through the Tower WS, or through 1 OG/OGV. For time-critical equipment outages, contact the 633d Communications Squadron and/or Radar Airfield and Weather Systems (RAWS). SOFs will annotate equipment discrepancies and actions taken on the SOF Daily Log worksheet.

2.4.2.2.6. **(Added-1FW)** Record takeoff and land times for each 1 FW aircraft in PEX/GTIMS to ensure aircraft accountability. In the event that PEX/GTIMS is unavailable, the SOF will manually track times and mission locations.

2.4.2.2.7. **(Added-1FW)** Monitor the Guardian website and other SAR services during regular SOF shifts. This enables SOFs to track the location and communicate with a SHOUT-equipped or other SAR means equipped pilots in the event of an ejection and subsequent SAR event. Instructions for setting up and monitoring the websites are located in the SOF Binder.

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-1FW)** When required, the SOF will select an alternate airfield for local flying operations. Any decisions made regarding weather will be made after analysis of multiple weather sources (e.g. MEF, latest METAR/TAFs, calling other airfields, visual lookout, etc.). SOFs will use the prioritized list of alternates for each airframe located in the SOF Binder and coordinate with units' Ops Sups. The F-22 alternate may be different from that of the T-38 alternate. If an alternate airfield or situation is not covered in the SOF Binder, SOFs will use their best judgement utilizing all available resources to determine the alternate airfield. The SOF will review NOTAMs and contact the alternate airfield's SOF, Tower, or base operations to determine any applicable limitations before declaring an airfield as the alternate.

2.4.2.6.2. **(Added-1FW)** SOFs will ensure that the Automatic Terminal Information Service (ATIS) is updated and reflects all relevant local flying information. SOFs will notify all locally airborne aircraft, the Ops Sup/Top-3 and OG/CC of alternate airfield changes and alternate statuses of recovering IFR or VFR and ensure the NOTAM information is accurate and complete. As airfield status conditions change during scheduled daily flying periods, the SOF will update the OG/CC and local flying units.

2.4.2.6.3. **(Added-1FW)** If the arrival or departure of a heavy aircraft appears that it will significantly affect local flying, SOFs will:

2.4.2.6.3.1. **(Added-1FW)** Request that the Watch Supervisor (WS) coordinate with Approach to hold the heavy aircraft until its impact to local flying is minimized.

2.4.2.6.3.2. **(Added-1FW)** Ask if the heavy can accept landing with a departure end cable up if trying to launch or recover F-22s during the same time period.

2.4.2.6.3.3. **(Added-1FW)** If the aircraft is unable to hold and local flying will be negatively impacted, SOFs will notify all affected aircraft as soon as possible to aid in their fuel planning and recovery timing.

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-1FW)** At the end of the flying day, SOFs will complete the SOF Daily Log worksheet found on the SOF SharePoint. This log will include the following items: Runway, Alternate, Bird Watch Condition, Cable, NAVAIDs and any changes; all ground and in-flight emergencies, including call sign and nature of emergency; and any other events pertinent to the wing flying period. This record will be emailed per the distribution list as indicated in the closing SOF Binder and saved on the SOF shared drive with title and date. The OG/CC and unit ops supervisors will be debriefed on the situation as soon as safety permits.

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-1FW)** Procedures for contacting the OG/CC from the tower SOF position are in the following order: phone, cell phone, LMR (brick), or through Command Post. Contact Ops Sup/Top 3s by phone or radio (squadron common UHF/VHF).

2.4.2.10. **(Added-1FW)** During exercises, SOFs will remove IPE gear when established in the duty location.

**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)**

2.5.1.1.1. **(Added-1FW)** Be responsible for designing and implementing Ops Sup/Top 3 Binder IAW this instruction. 1 OG/OGV will observe, evaluate and approve squadron Ops Sup/Top 3 programs to ensure compliance.

2.5.1.1.2. **(Added-1FW)** Coordinate with the OG/CC (or equivalent) for waivers as required.

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)**

2.5.1.4.2.1. **(Added-1FW)** The Ops Sup/Top-3 will ensure the Patriot Excalibur (PEX)/Graduate Training Integration Management System (GTIMS) schedule reflects any changes to daily flying operations. Communicate any aircraft callsign changes and previously unscheduled sorties immediately to the SOF to ensure supervision coverage and aircraft tracking.

2.5.1.4.3. Be the primary liaison between operations and maintenance during the execution of the flying schedule. **(T-3)**

2.5.1.5. Ensure crews are briefed on the following:

2.5.1.5.1. Aircraft/heliport and airfield status and configuration. **(T-2)**

2.5.1.5.2. Scheduled and available airspace. **(T-2)**

2.5.1.5.3. Applicable weather for locations that aircrew are flying. **(T-2)**

2.5.1.5.4. Significant local hazards. **(T-2)**

2.5.1.5.5. Additional items as defined in the unit supplement to this instruction. **(T-3)**

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

2.5.1.6.1. **(Added-1FW)** Squadron Ops Sup/Top 3 will utilize a daily log to capture events regarding flying operations. The format and exact content will be as required by the OG/CC.

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-1FW)** Conduct and document Ops Sup/Top 3 training IAW squadron upgrade checklists. Unit training shops will file the completed checklists and annotate on the Letter of Xs (LOX). There is no currency, crew rest, or duty day length associated with Ops Sup/Top 3. Designated Ops Sups will be identified on the squadron Letter of X's. Operations officers will ensure Ops Sup compliance with this instruction.

2.5.3. **(Added-1FW)** ORM sheets are the primary interface for reviewing flight ORM levels. The Ops Sup/Top-3 is ultimately responsible for determining the overall risk level of any given sortie, working with pilots to mitigate that risk, and elevating to the appropriate approval authority as dictated by the ORM worksheet. Ops Sup/Top-3s have the authority to increase the ORM score based on their assessment of overall mission risk

factors, but may not decrease it.

2.5.4. **(Added-1FW)** Operations officers will certify and document all personnel qualified to occupy the duty desk and assist the Ops Sup/Top 3 (i.e. ARMS personnel). Home station duty desk equipment requirements are:

2.5.4.1. **(Added-1FW)** One UHF radio minimum. A radio capable of receiving and transmitting must be tuned to the squadron operations frequency while the unit is flying.

2.5.4.2. **(Added-1FW)** Telephone to the SOF.

2.5.4.3. **(Added-1FW)** Access to approved weather sources.

2.5.4.4. **(Added-1FW)** Current publications and aircraft manuals specific to the squadron MDS on either accessible computer or on an EFB as defined by [para. 2.2.7.1](#) of this supplement and AFMAN 11-202 Volume 2 and ACC and unit supplements.

2.5.5. **(Added-1FW)** During home station and deployed operations, the Ops Sup/Top-3 must have immediate access to communications equipment (e.g., phones, FM land mobile radio (LMR), UHF) to coordinate with the SOF and provide aircraft assistance. The Ops Sup/Top-3 will report equipment deficiencies to appropriate base agencies and will coordinate for repair or replacement of equipment as required.

2.5.6. **(Added-1FW)** For sorties that involve off-station dissimilar air combat training (DACT) ensure the flight provides the Ops Sup/Top-3 with a copy of the SPINs coordination and unit POC with phone number prior to step.

2.5.7. **(Added-1FW)** For cross country departures, the participating flight will provide copies of the filed DD Form 1801, *DoD International Flight Plan* to the Ops Sup/Top-3 prior to step.

2.5.8. **(Added-1FW)** In coordination with SARM personnel, the Ops Sup/Top-3 will verify all pilot go/no-go items are complete in accordance with AFMAN 11-202 Volume 2, 1 FW Sup, *Aircrew Standardization and Evaluation Program* (found under the Publications tab of the 1OG/OGV SharePoint® at [https://usaf.dps.mil/sites/1FW/1OG/stan\\_eval/SitePages/Home.aspx](https://usaf.dps.mil/sites/1FW/1OG/stan_eval/SitePages/Home.aspx)) prior to releasing an aircraft to a pilot. PEX/GTIMS is the primary interface for monitoring go/no-go status. Additionally, Ops Sup/Top-3 will identify any required events that may affect the planned mission (Non-Demanding Currency, Precision Approach Currency, etc.) prior to the brief.

**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

**1. ANG:** Ops Sup is required to be immediately available by telephone, pager, radio or intercom for all types of operations. **(T-3)**

**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.

**Notes (Added-1FW):**

**5. SOF on Standby:** The SOF will not leave their duty location while local training sorties are airborne. If there is a break in local flying for greater than 1 hour, the SOF may go on standby status. In this case, the SOF must return to the primary duty location 30 minutes prior to the next scheduled takeoff. When on standby status, SOFs will notify the OG/CC (or equivalent), Ops Sup/Top 3s, and Watch Supervisor of their location. The SOF must leave a good contact phone number with the WS. When on standby status, SOFs must be able to rapidly respond to the primary duty location.

**6. Reduced Flying:** The OG/CC (or equivalent) may waive the need for a SOF during reduced flying operations as defined in [Attachment 1](#) on a case-by-case basis. If the SOF leaves the tower during reduced flying operations, the SOF will notify the appropriate Ops Sup/Top 3s and WS. SOF will annotate on the SOF report that reduced flying ops are beginning and which squadron Ops Sup/Top 3 has Top-SOF supervision responsibilities. The Ops Sup/Top 3 taking over SOF must be SOF qualified as annotated on the Letter of X's. The SOF will not leave the tower, even during reduced flying operations for these reasons: if mixed local flying MDS are or will be airborne, an EP is in progress; during live-fire or banner missions; if an alternate status change is expected to occur within 30 minutes; if the squadron Ops Sup/Top 3 request the SOF remain in the tower; if in the SOF's judgment a SOF is required. If a scheduled SOF changeover falls during a period when the departing SOF has already left the tower, the departing SOF will provide a thorough changeover brief to the incoming SOF (either in-person, or via phone).

**7. No SOF:** When a SOF is not required for 1 FW/192 WG flying operations the

squadron Ops Sup/Top 3 is responsible for the accountability of all squadron aircraft. Takeoff and land times for each aircraft will be recorded in PEX/GTIMS to aid in accountability. In the event that PEX/GTIMS is unavailable, Ops Sup/Top 3s will manually track times and mission locations.

**8. FCF:** FCF sorties require a SOF. If an FCF sortie is scheduled outside of the local flying window, the Ops Sup/Top 3 may act as the SOF. Supervision requirements and duty locations with an FCF airborne are no different than for normal operations.

**9. Demo:** No matter inside or outside the local flying window, F-22 Demonstration Team practices/airshows do not require a SOF.

**10. Deployed SOF:** A SOF is required for deployed operations when five or more aircraft are scheduled to fly at any given time. If the host base does not provide a SOF, or if the deployed unit is not integrated into the host base SOF program, the Ops Sup/Top-3 may perform SOF duties for their unit from the deployed operations duty desk regardless of having a SOF designation on their squadron Letter of X's.

**3.2. Proximity.** The SOF and Ops Sup may leave the unit operations complex (as defined by the unit supplement to this instruction) after aircraft depart the local area, workload permitting. When outside the unit operations complex, the SOF and Ops Sup must be immediately available by telephone, radio or intercom. **(T-3)** The SOF and Ops Sup should normally be at their duty locations 45 minutes prior to the estimated time of arrival of unit aircraft.

3.2.1. **(Added-1FW)** The unit operations complex will be defined as the squadron of the Ops Sup/Top 3 and either the primary or alternate duty location for the SOFs.

3.2.2. **(Added-1FW)** When one individual is covering both SOF and Ops Sup/Top 3 positions, this position is known as Top-SOF. Additionally, with both T-38s and F-22s airborne, both MDSs will provide an Ops Sup/Top 3 qualified individual.

**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.

3.4.1. **(Added-1FW)** Deployed units can integrate into the host unit operations supervision structure as approved by local leadership after receiving a local area orientation (LAO) brief from an individual with local operating procedures.

## 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.

4.2.1. **(Added-1FW)** If the SOF is not qualified in the emergency aircraft, the SOF will provide a means for the Ops Sup/Top-3 to communicate with the aircraft if required, via the SOF frequency, SFA, squadron assigned frequency, or by having the Ops Sup/Top-3 report to the SOF duty location. The SOF will retain overall authority and responsibility for the emergency.

## 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).

5.1.3. **(Added-1FW)** All SOF-related LOAs will be maintained at 1 OG/OGV.

### 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-1FW)** A normal continuous SOF duty period should be 8 hours or less and must not exceed 10 hours, except during exercises. Squadrons should schedule multiple SOF duty periods as required to cover opening to closing, with a buffer period for delays to last land, not to exceed the 10 hour maximum for any one individual. During exercises, the SOF will normally be excluded from the exercise, and the maximum SOF duty period may be extended to 12 hours.

5.2.3. The SOF will be at the prescribed duty location IAW **Table 3.1** not later than 30 minutes prior to first takeoff in order to complete required duties in **paragraph 2.4. (T-3)**

5.2.3.1. **(Added-1FW)** The opening SOF will be in place at the Primary SOF location and review the daily flying schedule no later than 75 minutes prior to the first scheduled local flying takeoff. Time must be allocated to obtain the FM radio (Brick), and airfield/ WX briefing at Base Ops. The opening SOF will ensure all personal go/no-go requirements are signed off, obtain airfield status and weather information, and establish an airfield flying status no later than 60 minutes prior to the first scheduled fighter takeoff. The SOF will notify the fighter squadron Ops Sup/Top-3s and the OG/CC of the airfield status. SOFs will remain in place until all local flying aircraft are shut down or IAW the exceptions listed in this publication.

A scheduled SOF is not required for 6 or less fighter aircraft cross country flights departing the local area or recovering to the local area. Additionally, a scheduled SOF is not required in the event of uncontrolled airfield operations.

### 5.3. Duty Location:

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

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

5.3.2.1. The runway monitoring unit/runway supervisory unit.

5.3.2.2. The unit dispatch desk.

5.3.2.3. The command post.

### 5.4. Certification:

5.4.1. SOF nominees will have proven maturity, judgment and supervisory ability. SOF nominees must be combat mission ready (CMR) or basic mission capable (BMC) in a unit aircraft. **(T-2)**

5.4.1.1. Non-CMR/Non-BMC aircrew members may perform SOF duties at the discretion of the OG/CC on the condition that the status is temporary in nature and all SOF currencies are maintained in accordance with **paragraph 5.6**.

5.4.1.1.1. **(Added-1FW)** Previous CMR/BMC pilots are authorized to perform SOF duties if regressed to non-CMR/BMC status as long as their SOF certification status is not revoked. This does not apply to individuals who have not previously maintained a CMR/BMC status during their current assignment at LAFB.

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

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

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

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

5.4.5.1. **(Added-1FW)** Qualified and current Instructor SOFs will train other upgrading SOFs after being a qualified Air Force SOF for 6 months and by completing at least 3 out of those 6 months at JB Langley. Only Instructor SOFs are authorized to upgrade other pilots to SOF. Instructor SOFs will be documented on the squadron "Letter of Xs" with an "I" placed in the SOF column.

### 5.5. Certification Program:

5.5.1. Documentation of the unit upgrade program is described in the unit supplement to this instruction, but will include, at a minimum, a signed document by the OG/CC kept in the individuals training folder that approves him/her for SOF duties. **(T-1)** Additionally, upon completion of the upgrade flow, the unit will update “Letter of Xs,” or AF Form 4348, *USAF Aircrew Certifications*, or equivalent document to reflect the SOF certification. **(T-1)**

5.5.2. Squadron commanders will screen and review (in accordance with [paragraph 5.4](#)) all SOF candidates before nominating them for entry into the upgrade program. **(T-3)**

5.5.3. All SOF candidates will receive an interview and briefing from the OG/CC on responsibilities, personal philosophy and expectations. **(T-3)** OG/CCs should emphasize the SOFs position as a group level supervisor and that decision authority is delegated to the SOF position to ensure the safe accomplishment of the mission.

5.5.4. The SOF upgrade shall consist of two supervised tours of two hours each (minimum of 4 hours of training time) with a current and experienced SOF, as defined in the unit supplement. **(T-3)** The tours are conducted on two different days in order to maximize the chances of the upgrading SOF to observe differing runway and weather conditions. Upgrading SOFs will act as primary SOF on their second upgrade tour. **(T-3)** The OG/CC will ensure the upgrade tour includes the following:

5.5.4.1. Familiarization with airfield/heliport procedures, primary and alternate duty locations, and local support agencies with emphasis on both unit and aircraft-specific operating procedures (AF, higher headquarters, and local), specifically capabilities and limitations. **(T-2)**

5.5.4.2. Operation of all SOF equipment and radios. **(T-2)**

5.5.4.3. At least one exercise CONFERENCE HOTEL procedures. **(T-2)**

5.5.4.4. A review of publications and directives available to the SOF. **(T-2)**

5.5.4.5. If utilized, operation of SOF vehicle (may require a flight line permit/license). **(T-2)**

5.5.4.6. Successful handling of a flameout/precautionary landing (actual or simulated). **(T-1)**

5.5.4.7. Procuring/observing weather (to include forecaster duties and priorities) information. **(T-2)**

5.5.4.8. Approach/departure control information. **(T-2)**

5.5.4.9. Tower operations. **(T-2)**

5.5.4.10. Conduct a thorough review of CONFERENCE HOTEL procedures on SharePoint®. **(T-2)** See [paragraph 6.1](#) for a link to the website.

5.5.5. Additionally, prior to being certified as a SOF, upgrade students will accomplish the following additional training/familiarization items:

5.5.5.1. Crash/fire/rescue operations. **(T-3)**

5.5.5.2. Explosive ordnance disposal operations. **(T-3)**

5.5.5.3. Airfield Management operations. **(T-3)**

5.5.5.4. Command post operations. **(T-3)**

5.5.5.5. Airfield Driver's License. **(T-3) Exception:** This is not applicable if a SOF vehicle is either not provided or there is not a need to drive on the actual airfield environment.

5.5.5.5.1. **(Added-1FW)** 1 FW/192 WG SOFs are not required to obtain an airfield driver's license as there is no dedicated SOF vehicle at Langley.

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.

5.5.5.7.1. **(Added-1FW)** The SOF test will normally be administered via PEX. Squadron standardization/evaluation shops will assign the test to SOF candidates. 1 OG/OGV is responsible for maintaining the test.

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-1FW)** SOF initial certification and currency will be tracked by squadron SARM personnel in ARMS. Squadron training officers will ensure that SARM personnel are aware of newly certified SOFs by completing the AF Form 4324, Aircraft Assignment/Aircrew Qualification Worksheet, if applicable. SOFs will log tours via their squadron's currency tracking method (i.e. PEX/GTIMS). Squadron supervision, in coordination with their respective SARM personnel, will ensure pilots are current IAW this instruction prior to accomplishing SOF duties.

5.6.2.2. **(Added-1FW)** To ensure noncurrent or upgrading SOFs receive tour credit, both the noncurrent and the current SOF will sign in on the SOF Daily Log. The upgrading SOF will be listed in the comments section, and both SOFs will log a SOF event in their squadron's tracking system (i.e. PEX/GTIMS).

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-1FW)** 1 OG/OGV will conduct semiannual SOF meetings. Agenda items will include results of any airborne emergency exercises conducted during the last half year, discussion of current SOF topics of interest, and a review of any aircraft emergencies deemed appropriate by 1 OG/OGV or the OG/CC.

5.7.1.2. **(Added-1FW)** Attendance at a semiannual SOF meeting, or reviewing the meeting minutes, fulfills the requirement for annual continuation training and OG/CC briefing.

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-1FW)** 1 OG/OGV is the designated SOF Program OPR, and is responsible for the semiannual SOF meeting, currency of all SOF publications and tests, maintenance of the SOF tower access roster, and any other SOF Program items IAW the SOF & ATC Operations Letter. Changes in SOF procedures that require immediate implementation will be issued via the SOF read file.

5.8.1.2. **(Added-1FW)** The SOF read file, to include semi-annual SOF meeting minutes, will be maintained electronically in PEX under the FCIF Admin submodule. SOF read files will be published as type FCIF, labeled "SOF XX-XX." SOFs are required to sign off all read files in PEX prior to performing SOF duties; however, SOF read files will not be selected as "No- Go" items in PEX. 1 OG/OGV is responsible for maintaining, publishing, and rescinding all SOF read files.

5.8.2. The OPR will:

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

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

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

- 5.8.2.4. Establish standardized procedures throughout the unit for monitoring SOF currencies and continuation training requirements (Aviation Resource Management System preferred). **(T-3)**
- 5.8.2.5. Schedule and give semi-annual SOF meetings. **(T-3)**
- 5.8.2.6. Post SOF meeting minutes in the SOF read file within one week of the meeting. **(T-3)**
- 5.8.2.7. Develop normal and emergency SOF checklists and review/update annually (reference [Attachment 2](#)). **(T-3)**
- 5.8.2.8. Update the SOF library publications when needed (reference [paragraph 2.2.7](#)). **(T-3)**
- 5.8.2.9. Develop the unit supplement to this instruction. **(T-3)**
- 5.8.2.10. Work with all necessary base agencies to ensure SOF equipment is maintained in operating condition and is adequate for mission accomplishment. **(T-3)**
- 5.8.2.11. Develop and administer a schedule for monthly validation of all CONFERENCE HOTEL contact information for all base or unit (as required) assigned aircraft. **(T-3) Exception:** Not applicable for AFSOC, and MAF units within ANG, AFRC, ACC, AMC, USAFE-AFAFRICA and PACAF.
- 5.8.2.12. Document Monthly CONFERENCE HOTEL validation in the Standardization and Evaluation Board (SEB) minutes to include mission design series (MDS), date/time of validation, and contact information validated. **Exception:** Not applicable for AFSOC, and MAF units within ANG, AFRC, ACC, AMC, USAFE-AFAFRICA and PACAF.

## Chapter 6

### CONFERENCE HOTEL

**6.1. CONFERENCE HOTEL Procedures.** The initiation of a CONFERENCE HOTEL makes aircraft specialists accessible to the SOF or Ops Sup and aircrew, 24 hours a day and 7 days a week, when in-flight situations pose system-related questions that cannot be answered at the local level. CONFERENCE HOTEL procedures put the OG/CC, SOF or Ops Sup/Top 3 directly in contact with a representative from the Air Force Life Cycle Management Center (AFLCMC), the Wright-Patterson program office, or the contractor. The AFLCMC representatives are the most knowledgeable maintenance and engineering personnel for each weapons system and as such, aircrew are urged to take advantage of this expertise and initiate a CONFERENCE HOTEL, by any means (DSN, commercial phone or cellular), for additional assistance on board your aircraft.

**6.2. Mission Design Series (MDS) Specific CONFERENCE HOTEL Details.** AFLCMC representatives, the Wright-Patterson program office of the contractor are listed by MDS at the following link on ACC SharePoint® under File Cabinet on the left side of website: <https://usaf.dps.mil/sites/ACC-A3/A3T/A3TV/CONFERENCE%20HOTEL%20Procedure/Forms/AllItems.aspx?viewpath=%2Fsites%2FACC%2DA3%2FA3T%2FA3TV%2FCONFERENCE%20HOTEL%20Procedure%2FForms%2FAllItems%2Easpx%2E>. **Note:** If unable to access SharePoint®, contact Numbered Air Force Standardization/Evaluation (Stan/Eval) offices for the most current information.

**6.3. Emergency Assistance Numbers.** The contractor, program office or Air Force Life Cycle Management Center numbers on SharePoint® provide a link to the most knowledgeable maintenance and engineering personnel for each weapons system. Once the terms "placing a CONFERENCE HOTEL call" are expressed, the person receiving the call puts the flying supervisor in contact with the appropriate experts.

**6.4. Call Initiation.** To initiate CONFERENCE HOTEL, contact the appropriate facility in accordance with **Table A1**, listed on SharePoint®, and provide the following information:

- 6.4.1. Indicate you are initiating a (simulated or actual) CONFERENCE HOTEL call for an in-flight emergency.
- 6.4.2. Caller's name and telephone number/base.
- 6.4.3. Type aircraft.
- 6.4.4. Nature of problem. In all cases, stress to the person(s) contacted that the problem involves an "airborne emergency" and technical assistance is needed.

**6.5. CONFERENCE HOTEL.** Lead MAJCOMs are responsible for keeping CONFERENCE HOTEL information updated, and ensuring all CONFERENCE HOTEL agencies and personnel listed are properly trained on their involvement. MAJCOMs will check information biannually and update it as needed. Additionally, Lead MAJCOMs will ensure all their listed CONFERENCE HOTEL agencies and offices have locally developed procedures to ensure roster updates are completed no less than 48 hours after change.

**6.6. Reporting.** Units that experience problems with CONFERENCE HOTEL procedures will report problems through Stan/Eval channels to their MAJCOM Stan/Eval function. (T-2) The MAJCOM Stan/Eval function will ensure the Lead MAJCOM is informed so that CONFERENCE HOTEL information can be updated. (T-2) The CONFERENCE HOTEL information is located on SharePoint® at:

<https://usaf.dps.mil/sites/ACC-A3/A3T/A3TV/CONFERENCE%20HOTEL%20Procedure/Forms/AllItems.aspx?viewpath=%2Fsites%2FACC%2DA3%2FA3T%2FA3TV%2FCONFERENCE%20HOTEL%20Procedure%2FForms%2FAllItems%2Easpx%2E>

**6.7. Updates.** When notified that CONFERENCE HOTEL information has changed, Lead MAJCOM must submit the change to ACC/A3TV as soon as possible and no later than 48 hours. (T-1) ACC/A3TV will validate the information and release an updated CONFERENCE HOTEL contact list within 2 business days. (T-1) The most current version will be found on the ACC/A3TV SharePoint® website.

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

6.7.2. If bases or units discover updated CONFERENCE HOTEL contact information differs from the information in this guidance, they will immediately verify the corrected information and forward to Numbered Air Force Stan/Eval, MAJCOM Stan/Eval, and ACC/A3TV (submission of DAF Form 847 *is not* required). (T-2)

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

6.8.1. (Added-1FW) If SOFs or Ops Sup/Top-3s experience problems with CONFERENCE HOTEL procedures they will report them to 1 OG/OGV immediately.

**6.9. Publications/Electronic Flight Bag (EFB).** CONFERENCE HOTEL procedures will be included in local training aids and publications, to ensure rapid access to procedures for use on the ground or in-flight. (T-2)

**6.10. Training Requirements:**

6.10.1. Initial certification and recertification (includes newly assigned personnel) as SOF will include a requirement to conduct at least one exercise using CONFERENCE HOTEL procedures. Location will be at the duty location for the position. (T-2) When the Top-3 is fulfilling the role of the SOF position (e.g., SOF is not required IAW [Table 3.1](#) or when the SOF is a different MDS) the Top-3 will be trained in Conference Hotel procedures as required for SOFs.

6.10.2. MAJCOMs will ensure all CONFERENCE HOTEL agencies and personnel listed are properly trained on their involvement. (T-2) Additionally, MAJCOMs will ensure all their listed CONFERENCE HOTEL agencies and offices have locally developed procedures to ensure roster updates are completed no less than 48 hours after change. (T-2)

### 6.10.3. Local Installations:

6.10.3.1. Each installation will establish an annual training requirement to ensure ALL aircrew occupying a primary crew position in the cockpit/flight deck, Special Mission Aviators, and loadmasters remain familiar with CONFERENCE HOTEL procedures. **Note:** ANG/AFR For mobility aircrew, only Pilots and Combat Systems Officers require this annual training. **(T-2)** Training will include CONFERENCE HOTEL procedures to utilize when SOF/Top-3 communication are not available. **(T-2)** Additional scenarios include, but are not limited to:

6.10.3.2. Cross-country flights

6.10.3.3. CORONET movements

6.10.3.4. Deployed operations

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

6.10.3.6. Units will provide feedback to their MAJCOM Stan/Eval office on any difficulties or process improvement initiatives noted during the implementation of the above requirements. **(T-2)** MAJCOMs will forward their feedback to ACC/A3TV as soon as possible. **(T-2)** The goal of the feedback is to ensure SOF/Top-3 and aircrews are confident, agile, and quick in performing a CONFERENCE HOTEL.

**6.11. Pre-Flight Aircrew Brief.** As an aid to enhance flight safety, the value of a CONFERENCE HOTEL will be emphasized with special considerations for how to apply CONFERENCE HOTEL procedures if the flight is outside the local area (CORONET, OCONUS, etc.) **(T-2)** The brief will include the available and the intended means of communication to the MDS engineers depending on the types of MDS and mission (Satellite Communications (SATCOM) via tanker, phonepatch, landline to ATC at civil airfields, etc.) to make aircraft specialists accessible to the aircrew.

## Chapter 7

### UNIT SUPPLEMENTATION

7.1. **Unit Supplement.** Each unit, that requires a SOF or Ops Sup/Top 3, will provide a supplement to this instruction that, at a minimum, includes the following items:

7.1.1. Designated OPR. Unit organization with a designated OPR of the Operations Supervision program ([paragraph 5.8.1](#)). (T-2)

7.1.2. Alternate SOF/Ops Sup/Top 3 Locations. Alternate SOF locations and specific equipment requirements as well as the extent of the unit operations complex for determining Ops Sup/Top 3 duty location. ([paragraph 5.3](#) and [Table 3.1](#)). **Note:** ANG/AFR designate both the primary and alternate SOF duty locations ([paragraph 5.3.1](#) and [paragraph 5.3.2](#)). (T-2)

7.1.3. Supervision Requirements. Supervision requirements and duty locations when a functional check flight is airborne ([paragraph 2.2](#)). (T-1)

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

7.1.5. Local Procedures. Local procedures and checklists for SOFs (reference [Attachment 2](#)) to include format and content of the daily log as well as medium (i.e., electronic, hardcopy, or combination) for the SOF library. (T-2)

7.1.6. 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)

7.2.2.1. **(Added-1FW)** The SQ/CC (or delegate no lower than SQ/DO) has the authority to cancel entire days/"goes" of flying for a squadron. SQ/DO (or delegate no lower than Ops Sup/Top 3) has the authority to cancel individual sorties less than

an entire go.

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)**

7.2.3.1. **(Added-1FW)** The OG/CC (or equivalent) during the flying window will be annotated on the daily schedule. The 192 OG/CC will normally act as the functional OG/CC when the 1 OG/CC is unavailable in accordance with the Total Force Integration (TFI) construct.

## Chapter 8

### PROVISIONS

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

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

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

BRANDON J. TELLEZ,  
Colonel 1 FW/CC

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

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

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

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

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

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

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

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

***Adopted Forms***

AF Form 4348, *USAF Aircrew Certifications*

AF Form 847, *Recommendation for Change of Publication*

DoD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

***Abbreviations and Acronyms***

**ACC**—Air Combat Command

**AETC**—Air Education Training Command

**AF**—Air Force

**AFGSC**—Air Force Global Strike Command

**AFI**—Air Force Instruction

**AFLCMC**—Air Force Life Cycle Management Center

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve

**AFSOC**—Air Force Special Operations Command

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**AOO**—Air operations officer

**ARMS**—Air Force Resource Management System

**ATC**—Air Traffic Control

**BMC**—Basic Mission Capable

**CAF**—Combat Air Forces

**CMR**—Combat Mission Ready

**CT**—Continuation Training

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

**DAF**—Department of the Air Force

**DAFMAN**—Department of the Air Force Manual

**DNIF**—Duty Not Involving Flying

**DoD**—Department of Defense

**EFB**—Electronic Flight Bag

**FM**—Frequency Modulation

**HF**—High frequency

**IAW**—In Accordance With

**IFE**—In-Flight Emergency

**MAF**—Mobility Air Forces

**MDS**—Mission Design Series

**OG/CC**—Operations Group Commander

**OPR**—Office of Primary Responsibility

**Ops**—Operations

**Ops Sup**—Operations supervisor

**PACAF**—Pacific Air Forces

**RPA**—Remotely Piloted Aircraft

**SATCOM**—Satellite Communications

**SEB**—Standardization and Evaluation Board

**SFA**—Single Frequency Approach

**SOF**—Supervisor of Flying

**SQ/CC**—Squadron Commander

**Stan/Eval**—Standardization/Evaluation

**UHF**—Ultra high frequency

**UAS**—Unmanned Aircraft Systems

**USAF**—United States Air Force

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

**VHF**—Very high frequency

**WG**—Wing

*Office Symbols*

**ACC/A3TV**—Air Combat Command Standardization and Evaluations Branch

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

**AF/A3T**—Air Force Director of Training and Readiness

*Terms*

**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 1 (Added-1FW)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-202V2\_ACCSUP\_1FWSUP, *Aircrew Standardization and Evaluation Program*, 25 March 2021

*SOF & ATC Operations Letter*, 4 June 2010

LAFBI 11-250, *Airfield Operations and Base Flying Procedures*, 8 July 2017

*JBLE Emergency Management Plan 10-2*, 2 June 2022

***Adopted Forms***

DD Form 1801, *DoD International Flight Plan*

AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

***Abbreviations and Acronyms***

**1 FW/XP**—1st Fighter Wing Plans

**1 OG/OGV**—1st Operations Group Standardization and Evaluation

**1 OSS/OSA**—1st Operations Support Squadron Airfield Operations Flight

**192 OG/OGV**—192d Operations Group Standardization and Evaluation

**AOF/CC**—Airfield Operations Flight Commander

**ATIS**—Automatic terminal information service

**DACT**—Dissimilar air combat training

**EFB**—Electronic Flight Bag

**FLIP**—Flight information publication

**FCIF**—Flight Crew Information File

**FITS**—Fighter Index of Thermal Stress

**GTIMS**—Graduate Training Integration Management System

**IFG**—In-Flight Guide

**JBLE**—Joint Base Langley-Eustis

**LAFB**—Langley Air Force Base

**LAO**—Local area orientation

**LMR**—Land mobile radio

**NAVAID**—Navigational aid

**NOTAM**—Notice to Airmen

**PCAS**—Primary Crash Alarm System

**PEX**—Patriot Excalibur

**SCN**—Secondary Crash Net

**SELO**—Standardization/Evaluation Liaison Officer

**SII**—Special Interest Item

**SPINS**—Special Instructions

**TDY**—Temporary Duty

**TFI**—Total Force Integration

**WS**—Watch 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>
<b>1</b>	Opening
<b>2</b>	SOF changeover
<b>3</b>	Closing
<b>4</b>	OG/CC notification
<b>5</b>	Aircraft emergency
<b>6</b>	Barrier engagement
<b>7</b>	Emergency divert
<b>8</b>	Weather recall
<b>9</b>	Change of runway
<b>10</b>	Wake Turbulence Procedures (increased spacing)
<b>11</b>	Runway closure
<b>12</b>	Anti-hijack
<b>13</b>	Communications search
<b>14</b>	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-1FW)  
1FW SOF CERTIFICATION WORKSHEET**

MEMORANDUM FOR 1 OG/CC or 192 OG/CC \_\_\_\_\_(date)

FROM: \_\_\_\_\_/CC (Sq)

SUBJECT: SOF Nomination/Training/Certification

1. SQ/CC Nomination: \_\_\_\_\_ is nominated to enter the SOF upgrade.  
Qualifications are:

Date Arrived LAFB	Current Qualification	Flying Time	Experienced (Y/N)	Previous SOF?

  

Squadron Commander	
SQ/CC Signature / Date	

2. SOF Training Requirements: You are approved to enter the SOF upgrade. Complete the following checklist and return it to your unit DOT.

Item	Date	Agency
a. Base Operations Orientation ( <i>Waived for previous SOFs</i> )		1 OSS/OSAA
b. Base Weather Orientation ( <i>Waived for previous SOFs</i> )		1 OSS/OSW
c. Call Base Fire Department Asst. Chief 574-4222		1 CES/CEF
d. Call Langley Command Post 574-5411 ( <i>Waived for previous SOFs</i> )		LCC Controller
e. Tower Orientation (Can be part of SOF Training Tour)		1 OSS/OSAT
f. SOF Exam: 85% min grade (corrected to 100%). Review: AFI 11-418 1 FW Sup, LAFBI 11-250, AFI 11-202v3 ACC Sup, 1 FW IFG. *Request SOF permissions and SOF MDS in PEX for readfiles.		Sq Stan Eval Score:
g. Email OGV last four of SSN for tower access roster and SOF email distro inclusion		1 OG/OGV
h. EOD Operations/Hung Stores/Weapons Malfunction procedures		Experienced SOF
i. SOF Checklists / IFE / SOF Tour Report Familiarization (Can be reviewed on SOF Sharepoint)		Experienced SOF
j. Call USDA Rep 574-5357(discuss BWC interaction)		USDA
k. Call 1 FW/192 WG Safety 574-5356		1 FW/SE

SOF Training Tours: The SOF trainee will be supervised by a current instructor SOF for a minimum of two 2-hour periods on different days. During the second tour, the trainee will act as the primary SOF and be supervised by the instructor. Only one 2-hour tour is required for previously qualified SOFs, the first hour will be an orientation by the qualified SOF and the trainee will act as the primary SOF during the second hour and be supervised by the instructor. During one of the training tours, the instructor will discuss night SOF considerations and abnormal ops with the trainee. When practical, schedule one tour with an experienced SOF from dissimilar base-assigned aircraft.

<b>Training Tours</b> <small>(2nd Tour can be waived by OG/CC for Prev. SOFs)</small>	<b>EP/Case Study Discussed</b>	<b>Date</b>	<b>Time In/Out</b>	<b>Dissimilar?</b>	<b>Exp. SOF / Initials</b>
a. Tour 1					
b. Tour 2					
Night Training (combined w/ opening or closing tour)					

**3. 1 OG/CC SOF Interview:** Member is now certified to perform SOF duties for the 1 FW/ 192 WG.

Date: \_\_\_\_\_

\_\_\_\_\_, Colonel, USAF  
Commander, 1st Operations Group

**4. Decertification Recommendation:** Recommend member be decertified as a SOF due to:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, USAF  
SOF Program Manager, 1 OG/OGV

**5. Decertification:** Member is decertified to perform SOF duties for the 1 FW/ 192 WG.

Date: \_\_\_\_\_

\_\_\_\_\_, Colonel, USAF  
Commander, 1st Operations Group