COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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://dpcld.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: **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 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.

(AETC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-418, *Operations Supervision*. It establishes Air Education and Training Command (AETC) flying operations supervision requirements. It applies to AETC units and personnel conducting flying operations. With the exception of personnel participating in an associate instructor program, this supplement does not apply to Air Force Reserve Command or Air National Guard units unless specified by major command Memorandum of Understanding. This supplement does not apply to the United States Space Force. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 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. Submit suggested improvements to this supplement on DAF Form 847, *Recommendation for Change of Publication*, through standardization and evaluation (stan/eval) channels to 19th Air Force Stan/Eval (19 AF/A3V). Forward proposed unit-level supplements to this publication to 19 AF Stan/Eval for coordination before publication. Post unit-level supplements on the 19 AF Stan/Eval SharePoint within 10 workdays of publication. 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 Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, 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. Compliance with **Attachment 4** and **Attachment 5** is not mandatory.

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.

(AETC) The publication has been substantially revised and must be thoroughly reviewed. This revision updates the waiver authority statements, corrects administrative errors and aligns guidance with the revised parent publication; it updates 19 AF office symbols; and further clarifies Ops Sup/Top 3 certification authorities.

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. (AETC) Flying Operations (Ops) Supervision Structure. For the 306th Flying Training Group (FTG), operations group commander (OG/CC) and wing commander (WG/CC) refer to the FTG/CC. For the 479 FTG, OG/CC refers to the FTG/CC. For the 54th Fighter Group (FG), OG/CC stands for the FG/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**.

1.3. 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.

1.4. (AETC) Waivers. Units will use the DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, for all waiver requests. **(T-2)** Submit Tier 2 (T-2) waiver requests through the chain of command to the 19 AF tasker workflow via the Task Management Tool (TMT). **(T-2)** Post approved Tier 3 (T-3) and non-tiered waivers on the 19 AF Stan/Eval SharePoint site in the respective "Locally Approved Waiver" folder within 30 days of approval IAW DAFMAN 90-161. **(T-2)**

Chapter 2

ROLES AND RESPONSIBILITIES

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

2.2. Operationss 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)**

2.2.3.1. **(AETC)** For primary SOF positions located in the tower, the radio must have the capability to be recorded. The SOF will have the capability to monitor ground, tower, and emergency frequencies.

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

2.2.3.2. **(AETC)** Primary SOF locations will have dedicated telephone hot-lines (or speed dial capability) to the OG/CC, home field runway supervisory units (RSUs) (if applicable), auxiliary field RSUs (if applicable), base operations, and applicable air traffic control facilities (as determined by the OG/CC).

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-AETC)** Will ensure weather resources are available to SOF or Ops Sup/Top 3 via computer, EFB or telephonic means.

2.2.4.2. **(Added-AETC)** These weather resources should have the capability to assess current and future weather conditions (i.e. radar information, local weather products, etc.) to allow SOF and Ops Sup/Top 3 counter the adverse effects of temperature extremes on crewmembers that require extended ground preparation if procedures have been established.

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

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

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

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

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

2.2.10. Will ensure adequate technical assistance is immediately available in situations where both the SOF and Ops Sup/Top 3 are supplied by outside organizations (at Red Flag exercises, for example). **(T-3)** This technical assistance may be provided by any qualified airman at the discretion of the OG/CC. This responsibility may be delegated to the detachment (or deployed) commander.

2.2.11. -(ANG/AFR only) OG/CC or Air Operations Officer (AOO) will determine requirements for Ops Sup and the appropriate personnel to fill the Ops Sup position. **(T-3)**

2.2.12. Will ensure that SOF upgrade tours include the requirements of **paragraph 5.5.4**. See **paragraph 5.5.4** for tiering.

2.2.13. Will review SOF upgrade student training records and approve each upgrade student in writing prior to the individual performing SOF duties. **(T-3)**

2.2.14. **(Added-AETC)** Will establish a training program for those selected for operations supervisor (Ops Sup) duties. **Note:** On a case-by-case basis, the OG/CC may approve an individual who has not been trained or certified as an Ops Sup to perform Ops Sup duties. This will allow short-term coverage until a trained and certified Ops Sup can assume these duties.

2.2.15. **(Added-AETC)** Will define duty hours/maximum duty day and crew rest requirements for the Ops Sup in the unit supplement.

2.2.16. **(Added-AETC)** Will detail the equipment required at each squadron duty desk in the unit supplement. **(T-3) Attachment 5 (Added)** has a list of typical squadron duty desk equipment.

2.2.17. **(Added-AETC)** Certify all individuals that complete SOF training on the members AF Form 4348. If the unit elects not to use a SOF IAW **paragraph 2.4.1**, certify all individuals that complete the unit's OPS Sup/Top-3 training, IAW **paragraph 2.2.18**, on an AF Form 4348.

2.2.18. **(Added-AETC)** If units elect to forego the SOF position IAW **paragraph 2.4.1**, the OG/CC will define in local supplements any SOF-related responsibilities (**paragraph 2.4**) and associated training to be accomplished by the Ops SUP/Top-3.

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

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

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

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

2.3.4. **(Added-AETC)** Squadron CCs will certify all individuals that complete OPS Sup/Top 3 training on the member's AF Form 4348. **Exception:** Reference **paragraph 2.2.17**.

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.

2.4.1. **(AETC)** The 58 OG/CC, 97 OG/CC, 314 OG/CC, and 479 FTG/CC will determine if a wing SOF is required. 49 OG/CC will determine if a SOF is required for RPA operations.

2.4.2. The SOF will:

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

2.4.2.1. **(AETC)** Will remain on duty as long as aircraft are airborne (unless released by the OG/CC) and will ensure any Ops Sup released is recalled as necessary. Exceptions are listed in **Table 3.1**.

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

2.4.2.3. Prior to the first launch, ensure the airfield/heliport status is suitable for safe operations in accordance with Air Force, major command and local directives. **(T-2)**

2.4.2.3. **(AETC)** For undergraduate pilot training, primary pilot training, Euro-NATO Joint Jet Pilot Training (ENJJPT), and Pilot Instructor Training (PIT) the SOF will establish a home and auxiliary field status (to include an alternate if required), one (1) hour before the first scheduled launch. The OG/CC may lower to up to 30 minutes prior depending on mission requirements.

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).

2.4.2.4. **(AETC)** The 58th Special Operations Wing and 479 FTG are exempt from this requirement.

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)**

2.4.2.5. **(AETC)** Monitor the status of the runways and navigational facilities serving the home field, auxiliary fields, ranges, drop zones, etc. and designate alternate airfields if required. Notify local aircraft through the tower watch supervisor, air route traffic control center, or guard frequency (if necessary) of any status changes that may affect recovery fuel. Ensure the automatic terminal information service reflects all relevant local flying information.

2.4.2.6. When deteriorating weather conditions affect flying operations, coordinate with wing agencies to determine the best course of action for wing aircraft. The SOF will determine suitable weather alternates and inform the OG/CC accordingly. **(T-2)**

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

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

2.4.2.9. Debrief the OG/CC of any aircraft involved in an unusual situation, in-flight emergency, weather divert or other mission change requiring SOF action or intervention. **(T-1)** Ensure that the applicable Ops Sup/Top 3 has the necessary information to inform squadron leadership.

2.4.2.10. **(Added-AETC)** Complete squadron go/no-go checklist items prior to beginning a tour.

2.4.2.11. **(Added-AETC)** Review and initial SOF meeting minutes before beginning a tour.

2.4.2.12. **(Added-AETC)** Evaluate current and forecast weather conditions, to include current observations, forecasts, watches, warnings, advisories, and significant changes expected.

2.4.2.13. **(Added-AETC)** Contact squadron Ops Sups and clarify any special requirements (e.g., initial solo, solo and team out-and-back, flight evaluations, air refueling, airdrops, etc.).

2.4.2.14. **(Added-AETC)** Ensure flying activities consider procedures for operations under extreme thermal conditions, according to DAF Instruction (DAFI) 48-151, *Thermal Stress Program*.

2.4.2.15. **(Added-AETC)** Take action to locate any overdue aircraft.

2.4.2.16. **(Added-AETC)** Brief the replacement SOF on the current situation. Do not change over/switch out when an emergency is in progress unless approved by the OG/CC.

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

2.4.2.17.1. **(Added-AETC)** Verify status of home field runways, navigational facilities, and bird conditions.

2.4.2.17.2. **(Added-AETC)** Review notices to airmen.

2.4.2.17.3. **(Added-AETC)** Check communications to confirm the operability of hot lines, radios, etc. **Note:** If hot lines are not possible, speed dial numbers are permissible.

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. (AETC) Operations Supervisor (OPS Sup)/Top 3. OPS Sups will be qualified in a unit aircraft. On a case-by-case basis, the certifying official may approve individuals that have lost their aircraft qualification to serve as Ops Sup/Top 3. Reference paragraphs **2.2.17** and **2.3.4** for OPS Sup/Top 3 certification authorities. Within the 314 OG, 97 OG and 58 OG (except 23 FTS), the Squadron Commander may assign the Ops Sup/Top 3 responsibilities defined in paragraph **2.5.1.1** through **2.5.1.17** of the basic publication and this supplement, to another unit-level supervisor who has completed the unit's Ops Sup/Top 3 certification training. These responsibilities will not be delegated to aircrew members on the unit flying schedule. Units will document any delegations in their unit supplement.

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. **(AETC)** Be at the primary duty location to the maximum extent possible while on duty. **Exception:** The 98th Flying Training Squadron Ops Sups may provide supervision from outside the primary duty location for UV-18 sorties that do not conduct operations at the USAF Academy.

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

2.5.1.2. **(AETC)** When not at the primary duty location, Ops Sups must be immediately available IAW **Table 3.1** and are still responsible for all responsibilities listed in this supplement and **paragraph 2.5**.

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. **(AETC)** If the mission profile changes after the crew step, but prior to mission execution, aircrew will coordinate with the Ops Sup prior to takeoff.

2.5.1.4.1. Ensure the SOF is advised of any changes or deviations to the squadron's flying schedule. **(T-2)**

2.5.1.4.2. Ensure electronic scheduling and tracking systems are updated to include changes to and deviations from the daily flying schedule. **(T-3)**

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

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

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

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

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

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

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

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

2.5.1.7. Debrief the SQ/CC and/or DO of any aircraft involved in an unusual situation, in-flight emergency, weather divert or other events as required by the supplement to this paragraph. **(T-2)**

2.5.1.8. **(Added-AETC)** Complete squadron go/no-go checklist items.

2.5.1.9. **(Added-AETC)** Ensure the currency of crews scheduled to perform currency-based ground duties (RSU, SOF, etc.).

2.5.1.10. **(Added-AETC)** Verify aircrew have accomplished all required currency go/no-go items prior to "stepping" to the aircraft.

2.5.1.11. **(Added-AETC)** Check weather, to include current observations, forecasts, watches, warnings, advisories, significant changes expected, and notices to airmen.

2.5.1.12. **(Added-AETC)** Ensure the flying-related information displayed at the operations counter is current. This should include airfield and pattern status, barrier status, bird status, takeoff and landing data (TOLD), fighter index of thermal stress (FITS) and equivalent chill temperature (see DAFI 48-151), current and forecast weather data, and any other information deemed necessary for mission accomplishment. **Exception:** T-1, airlift, tanker, special operations and rescue do not have to check the currency of TOLD.

2.5.1.13. **(Added-AETC)** Ensure the SOF (if applicable) is familiar with any special requirements for that day (e.g., initial solo, solo and team out-and-back, air refueling, airdrops).

2.5.1.14. **(Added-AETC)** Notify the RSU (if applicable) of special flying requirements (e.g., initial solos, solo students in the Commander's Awareness Program, solo and team out-and-back, and flight evaluations).

2.5.1.15. **(Added-AETC)** Monitor the SOF's radio frequency (as required).

2.5.1.16. **(Added-AETC)** In conjunction with the aircrew, deconflict entry and exit times on all local-area low-level routes (i.e. those used by unit regularly to execute operations). Use all available resources such as Avian Hazard Advisory System and Bird Avoidance Model to minimize the risk of bird strikes to low-level aircrew.

2.5.1.17. **(Added-AETC)** Review Risk Management data and ensure the appropriate mission decision authority has assessed mission risk prior to crew step.

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
Notes: **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.		

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

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

3.3. (AETC) Reduced Flying Operations. The Ops Sup and SOF may be combined when the number of aircraft involved is small (6 or less) and flights occur over a short duration (two hours or less). When duties are combined, SOF duty hour limitations apply. **(T-3) Note:** Trainer aircraft (T-1, T-6, T-38) may follow the fighter aircraft restrictions.

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

Chapter 4

HANDLING OF IN-FLIGHT EMERGENCIES/SAFE RECOVERY

4.1. Considerations. The primary objective during an abnormal/emergency situation is the safe recovery of the aircrew and aircraft. When establishing procedures, units should consider:

4.1.1. Providing a single, discrete frequency for recovering an emergency aircraft. ATC and the emergency aircrew should determine when to use a single frequency approach (SFA). The SOF needs access to the SFA. The SFA should be available to crash/fire/rescue personnel to monitor the recovery.

4.1.1. **(AETC)** In-flight emergency aircrews recovering to an RSU-controlled runway will switch to the RSU frequency according to local procedures. **(T-3)**

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. **(AETC)** At the first opportunity, the SOF will notify the OG/CC of the situation and the radio frequency to be used in the aircraft recovery. **(T-3)**

4.1.3. Prioritizing actions during concurrent emergencies/abnormal situations.

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

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

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

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

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

Chapter 5

SUPERVISOR OF FLYING (SOF) GUIDANCE.

5.1. SOF/ATC Relationship: **Note:** Unless noted otherwise, this guidance applies to the Ops Sup/Top 3 when a SOF is either unavailable or not used.

5.1.1. The separation and sequencing of traffic are the responsibilities of ATC. Unless safety is an issue, the SOF works directly with the ATC watch supervisor. To promote effective and efficient flight operations, the SOF may suggest, based on knowledge of the flying schedule and unique circumstances of individual missions, actions that affect ATC concerns or desires.

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

5.2. Duty Hours:

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

5.2.2. Maximum duty day for SOF is 16 hours with a limit of 12 hours performing SOF duties. The OG/CC may extend individual SOF duty up to 16 hours on a case-by-case basis.

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

5.3. Duty Location:

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

5.3.1. **(AETC)** If the SOF is not in the primary duty location, the SOF must be immediately available to the OG/CC. **(T-3)**

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. **(AETC)** The OG/CC should certify the minimum number of SOFs necessary to safely accomplish the mission.

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. **(AETC)** The OG/CC may define what constitutes "temporary in nature".

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.

5.4.4. **(AETC)** The OG/CC will sign an individual's AF Form 4348 (or *GTIMS equivalent)* to decertify them from SOF duties. **(T-2)**

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

5.5. Certification Program:

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

5.5.1. **(AETC)** The OG/CC will document SOF certification on an AF Form 4348 or GTIMS before the candidate is added to the unit's Letter of X's (LoX) and performs SOF duty. **(T-2)** Units should refer to AFMAN 11-202, Volume 2, *Aircrew Standardization and Evaluation Program,* for instruction on how to complete and maintain the AF Form 4348.

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. **(AETC)** For all undergraduate training units (excluding the 23 FTS), an experienced SOF will supervise the SOF candidate for a minimum of three, 3-hour periods to include an opening and closing tour. **(T-3)** When practical, schedule two of the three tours with

experienced SOFs from dissimilar base-assigned aircraft, as applicable. On completion of the third tour, the OG/CC may certify the candidate to perform day-only SOF duties. The squadron LoX will be updated to reflect this restricted certification. **(T-3)** For night certification, the candidate will accomplish a fourth tour with a minimum of 1 hour and 30 minutes occurring after official sunset. **(T-3)** On completion of the night tour, units will remove the day-only SOF restriction from the LoX. **(T-3) Note:** "Experienced" SOFs must have accomplished 10 full tours in the current duty assignment. **(T-3)**

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)**

5.5.5.2. **(AETC)** Not required at locations without weapons/expendables.

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

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

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

5.5.5.6. Performance aspects and general characteristics of all base-assigned aircraft. **(T-3)**

5.5.5.6. **(AETC)** When practical, training should include simulators and orientation flights in all base-assigned aircraft.

5.5.5.7. Accomplish a written examination containing a minimum of 25 questions on SOF duties, procedures and responsibilities. **(T-3)** Minimum passing grade is 85 percent with all missed questions reviewed immediately following grading of the exam.

5.5.6. For previously certified SOFs, the OG/CC may waive the upgrade requirements of these paragraphs, but at a minimum, the upgrade student will perform at least one supervised SOF tour with an experienced SOF with emphasis on local procedures including an actual exercise CONFERENCE HOTEL procedure. **(T-2) Exception:** SOFs who have lost certification due to Non-CMR/Non-BMC status in accordance with **paragraph 5.4.1.1**, but still have currency in accordance with **paragraph 5.6**. In this case, the SQ/CC must ensure that the unit "Letter of Xs" or equivalent document is updated appropriately before the individual performs SOF duties.

5.6. Currency/Recurrency.

5.6.1. SOF currency is 90 days.

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

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

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

5.6.3. **(AETC)** Both the current and noncurrent SOF may log the tour.

5.6.3.1. **(Added-AETC)** If a SOF exceeds the 90-day currency requirements on two separate occasions, the OG/CC will review the circumstances to determine if the SOF's removal from the SOF program is warranted. **(T-3)**

5.6.3.2. **(Added-AETC)** If 180 days pass without performance of SOF duty, the SOF will undergo refresher training to include a review of appropriate publications; at least two 1-hour tours under the supervision of a current and certified SOF; successful completion of a 25-question written test. **(T-3)** The training folder will reflect the reason for loss of currency and the date of recurrency. **(T-3)** Both the current and noncurrent SOF may log the tour. With OG/CC approval, experienced SOFs need only comply with AFI 11-418, **paragraph 5.6.3**.

5.7. Continuation Training (CT):

5.7.1. OG/CC will ensure, at a minimum, SOF CT involves semi-annual SOF meetings attended by all certified SOFs (highly encouraged for Ops Sups/Top 3s). **(T-3)** OG/CCs should be involved in developing meeting agendas. If unable to attend, SOFs will review meeting minutes that will be posted to the SOF read file prior to their next SOF duty. **(T-3)**

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

5.8. Program Administration:

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

5.8.1. **(AETC)** The OG/CC will appoint, in writing, an OPR (SOF program manager) at the OG Stan/Eval level. **(T-3)**

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)**

5.8.2.3. **(AETC)** Units may dispose of initial certification training records after the AF Form 4348 (or an electronic equivalent) is signed.

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)**

5.8.2.5. **(AETC)** Schedule and give the SOF CT meetings. **(T-3)** Attendees will include all SOFs. **(T-3)** Other attendees should include an air traffic control representative, the chief of wing safety, a representative from base weather, the fire chief, and other members as determined by the OG/CC and outlined in the local supplement. The agenda will include a review of procedures and recent situations and emergencies. **(T-3)** The use of tapes of recent emergencies (if available) is highly encouraged to stimulate discussion.

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.

5.8.2.13. **(Added-AETC)** Maintain SOF currency. **(T-3)**

5.8.2.14. **(Added-AETC)** Answer directly to the OG/CC for training, certification, scheduling, execution, and maintenance of the program. **(T-3)**

5.8.2.15. **(Added-AETC)** Determine and maintain the minimum number of individuals required to safely accomplish SOF duties. **(T-3)** As a minimum, this calculation will include the length of the daily flying window, number of tours per day, number of tours per type of aircraft or squadron, equitable distribution of tours, and currency requirements. **(T-3)**

5.8.2.16. **(Added-AETC)** Verify SOF candidates have completed all required training and received OG/CC certification before performing SOF duties. **(T-3)**

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?viewpat** h=%2Fsites%2FACC%2DA3%2FA3T%2FA3TV%2FCONFERENCE%20HOTEL%20P rocedure%2FForms%2FAllItems%2Easpx%2E.

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

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

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

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

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

6.10. Training Requirements:

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

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

6.10.3. Local Installations:

6.10.3.1. Each installation will establish an annual training requirement to ensure ALL aircrew occupying a primary crew position in the cockpit/flight deck, Special Mission Avaiators, 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. (AETC) Unit Supplement. Units will not supplement this Chapter to provide local flying procedures (i.e. departures, arrivals, pattern op, etc.). **(T-2)** Instead, units will supplement the functional paragraphs that address the items listed in paragraphs **7.1.1** through **7.2.3** of the basic instruction. **(T-2) Note:** For units that have elected not to have a SOF (reference **paragraph 2.4.1** and **paragraph 5.1**), include guidance in unit supplements on which SOF functions in the basic instruction and this supplement need to be performed by other agencies or duty positions. **(T-2)**

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)**

7.1.4. **(AETC)** Read File. It is the responsibility of the SOF program manager to develop a process to ensure SOFs review the information or read file before performing SOF duty.

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. (AETC) Local Procedures. Units will define SOF and Ops Sup report for duty times in their supplement. **(T-3)**

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

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

7.2.1.2. At a minimum, SQ/CC will ensure Ops Sup/Top 3 upgrade consists of at least one supervised tour with an experienced Ops Sup/Top 3 with a review of applicable AF, Higher

Headquarters, and local published guidance relating to the daily operations and supervision of squadron aircraft. **(T-1)**

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

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

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

Chapter 8

PROVISIONS

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

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

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

(AETC)

RANDY P. OAKLAND, Brig Gen, USAF
Director of Operations and Communications

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

(Added-AETC) AFMAN 11-202V2, *Aircrew Standardization and Evaluation Program,* 30 August 2021

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

(Added-AETC) DAFI 48-151, *Thermal Stress Program,* 2 May 2022

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

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

(Added-AETC) DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

(Added-AETC) AETCI 11-204, *Runway Supervisory Unit (RSU) Operations*, 13 March 2018

Adopted Forms

AF Form 4348, *USAF Aircrew Certifications*

(**Added**-**AETC**) DAF 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

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

(Added-AETC) CC—commander

CMR—Combat Mission Ready

CT—Continuation Training

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

DAF—Department of the Air Force

(Added-AETC) DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DNIF—Duty Not Involving Flying

DoD—Department of Defense

EFB—Electronic Flight Bag

(Added-AETC) ENJJPT—Euro-NATO Joint Jet Pilot Training

(Added-AETC) FG—Fighter Group

(Added-AETC) FITS—fighter index of thermal stress

FM—Frequency Modulation

(Added-AETC) FTG—flying training group

HF—High frequency

IAW—In Accordance With

IFE—In-Flight Emergency

(Added-AETC) LoX—Letter of X's

MAF—Mobility Air Forces

MDS—Mission Design Series

(Added-AETC) OG—operations group

OG/CC—Operations Group Commander

OPR—Office of Primary Responsibility

Ops—Operations

Ops Sup—Operations supervisor

PACAF—Pacific Air Forces

(Added-AETC) PIT—Pilot Instructor Training

RPA—Remotely Piloted Aircraft

(Added-AETC) RSU—runway supervisory unit

SATCOM—Satellite Communications

SEB—Standardization and Evaluation Board

SFA—Single Frequency Approach

SOF—Supervisor of Flying

SQ/CC—Squadron Commander

Stan/Eval—Standardization/Evaluation

(Added-AETC) TMT—Task Management Tool

(Added-AETC) TOLD—takeoff and landing data

(Added-AETC) TRG—training group

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

(Added-AETC) 19 AF—19th Air Force

(Added-AETC) 19 AF/A3V—19th Air Force Standards and Evaluation

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.

(AETC) On—**Going Off Station Sorties.** Cross-country and SERE support sorties are considered on-going off station sorties.

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

(AETC) Deployed Operations. —Deployed operations are defined as five or more aircraft away from home station with the intent to accomplish multiple sorties from the same location.

(Added-AETC) Experienced SOF—To be classified as an experienced SOF, the individual must have 6 months of SOF experience (or have accomplished 10 tours) in the current duty assignment.

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.

(AETC) Reduced Flying—Trainer aircraft (T-1, T-6, T-38) may follow the fighter aircraft restrictions.

Scrambles—Aircraft launched on a scramble order from an alert posture. Operations Supervision requirements for scrambles/alert missions are the responsibility of the supported commander.

Top 3—A synonym for Operations Supervisor

Attachment 2

SUPERVISOR OF FLYING (SOF) PROCEDURAL/EMERGENCY CHECKLIST

A2.1. Procedural Checklist. The SOF will have available a procedural checklist that includes detailed instructions for the following (if applicable). **(T-2)**

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

Item Number	Item
1	Opening
2	SOF changeover
3	Closing
4	OG/CC notification
5	Aircraft emergency
6	Barrier engagement
7	Emergency divert **(Added)(AETC)** Weather emergency divert
8	Weather recall
9	Change of runway
10	Wake Turbulence Procedures (increased spacing)
11	Runway closure
12	Anti-hijack
13	Communications search
14	Aircraft dispersal

15	Controlled bailout **(Added)(AETC)** Precautionary landing (helicopter operations)
16	Hung ordnance
17	Bird condition
18	Controlled jettison
19	Hydrazine spill/exposure
20	Hot brakes
21	Suspected Lasing Incident
22	Aircraft crash
23	Alert force exercise/scramble (if applicable)
24	Contractor/depot emergency telephone numbers
25	Telephone numbers for applicable regional SOFs
26	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
27 **(Added)** **(AETC)**	Electrical/telephone/internet connectivity failures or degradation/alternate SOF and Ops Sup location contingency plan
28 **(Added)** **(AETC)**	Chase aircraft procedures for aircraft emergencies (if applicable)
29 **(Added)** **(AETC)**	Search and rescue operations

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-AETC)

AETC SOF TELEPHONE NUMBERS

A4.1. (AETC) Table A4.1 provides SOF (or designated office) telephone numbers for AETC bases.

Table A4.1. (AETC) SOF Telephone Numbers. Base DSN Telephone Number

Base	DSN Telephone Number
Altus AFB OK	866-7490/6313
Columbus AFB MS	742-7639
Eglin AFB FL	872-5601
Holloman AFB NM	572-7306
Keesler AFB MS	597-0663
Kirtland AFB NM	246-9482
Laughlin AFB TX	732-5185
Little Rock AFB AR	731-5487
Luke AFB AZ	896-5454
Pensacola NAS FL	
451st OPS	922-0932
455th OPS	922-0867
JBSA Randolph TX	
East Runway	487-5739
West Runway	487-2395
Sheppard AFB TX	736-1802
USAFA CO	333-1162
Vance AFB OK	448-7688

Attachment 5 (Added-AETC)

SQUADRON DUTY DESK EQUIPMENT LIST (TYPICAL)

A5.1. (AETC) Typical Equipment List. The following is a list of typical equipment available to the OG/CC to properly equip unit squadrons to support the SOF and/or the mission of the operations group.

A5.1.1. **(AETC)** Radios, as appropriate (UHF, VHF, etc.), to allow the Ops Sup the capability to monitor emergency aircrew communications with the SOF, while also providing duty desk personnel a frequency for resolving routine aircrew difficulties with squadron aircraft and crews.

A5.1.2. **(AETC)** Telephone hot lines to the SOF, home field RSUs (as applicable), auxiliary RSU (as applicable), base operations, weather, and maintenance control (or equivalent). **Note:** If hot lines are not possible, speed dial numbers are permissible.

A5.1.3. **(AETC)** At least one Class A telephone line.

A5.1.4. **(AETC)** Weather displays with the capability to access weather radar information and local weather products.

A5.1.5. **(AETC)** Locally developed procedural and emergency checklists designed to support SOF actions.

A5.1.6. **(AETC)** Applicable   Flight   Information   Publications,   operational instructions/manuals and aircraft TOs for squadron aircraft. This may be the squadron flight crew information file library.

A5.1.7. **(AETC)** Access to the secondary crash net.

A5.1.8. **(AETC)** A means of displaying airfield and pattern status, barrier status (if applicable), bird status, takeoff and landing data (except airlift, special operations and rescue, and tanker units), FITS and equivalent chill temperature, and any other information deemed necessary for mission accomplishment.