

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 11-418**

**28 FEBRUARY 2020**

***Flying Operations***

**OPERATIONS SUPERVISION**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: ACC/A3TV

Certified by: AF/A3T  
(Maj Gen James A. Jacobson)

Supersedes: AFI11-418, 14 October 2015

Pages: 18

---

This instruction implements Air Force Policy Directive 11-2, *Aircrew Operations*. It establishes the responsibilities, requirements, procedures and training for the supervision of flying operations. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve (AFR), and Air National Guard (ANG) (see **paragraph 1.3** for specific details). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication office of primary responsibility (OPR) for non-tiered compliance items. Non-tiered compliance items are not waivable at the unit level. The Major Command A3 is the waiver authority for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through standardization/evaluation channels to the ACC Standardization Branch: [accdotsrtb@us.af.mil](mailto:accdotsrtb@us.af.mil)). This publication must be supplemented at the unit level; all Supplements must be routed to the Operations Group Commander (OG/CC) for coordination prior to certification and approval. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

## ***SUMMARY OF CHANGES***

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

### **1. Overview.**

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

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

**1.3. Applicability.** This instruction applies to all flying units, including those operating Unmanned Aircraft Systems (UAS) at launch and recovery airfields, of Air Combat Command (ACC), Air Force Global Strike Command (AFGSC), Air Education Training Command (AETC), Pacific Air Forces (PACAF), Combat Air Forces (CAF) units within United States Air Forces in Europe and Air Forces Africa (USAFE-AFAFRICA), and CAF units within Air Force Reserve (AFR). This instruction applies to all ACC-, PACAF-, and AETC-gained Air National Guard units. With the exception of [paragraph 7](#) and CONFERENCE HOTEL Procedures, this instruction does not apply to Air Force District of Washington, AFGSC Helicopter units, Air Force Material Command (AFMC), Mobility Air Forces (MAF) units within AFR, MAF units within USAFE-AFAFRICA and PACAF, Air Force Special Operations Command (AFSOC), the United States Air Force (USAF) Aerial Demonstration Team (Thunderbirds) and UAS under Remote Split Operations in support of a geographic combatant commander. These units follow Conference Hotel Procedures when judged necessary for safety of flight. This instruction does not apply to Air Mobility Command (AMC) or Civil Air Patrol US Air Force personnel.

**2. Roles and Responsibilities. Note:** For the purposes of this instruction, the terms “operations group commander” (OG/CC), “squadron commander” (SQ/CC), and “director of operations” (SQ/DO) also refer to their designated representatives.

**2.1. Wing Commander.** The wing commander will ensure other group commanders support the OG/CC when and where needed in order to execute an effective program. **(T-1).**

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

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

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

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

- 2.2.3.1. A dedicated multi-frequency radio (Ultra High Frequency (UHF), Very High Frequency (VHF) and/or High Frequency (HF), as appropriate based on supported aircraft capabilities). **(T-1)**.
- 2.2.3.2. A telephone (land-line or cellular telephone) or FM radio to contact the OG/CC (or designated representative), command post, Ops Sups, weather facility and Air Traffic Control (ATC) watch supervisors. Dedicated phone lines (hot-lines) are preferred. **(T-1)**.
- 2.2.4. Will ensure access to authorized weather resources in accordance with (IAW) AFI 11-202V3 V3, *General Flight Rules*. **(T-1)**.
- 2.2.5. Will ensure locally developed checklists are available to outline procedures for normal and emergency situations that include, as a minimum, the items listed in [Attachment 2](#). **(T-1)**.
- 2.2.6. Will ensure dedicated binoculars are immediately available for SOF use when either in the primary or alternate duty location for a clear view of the runway. **(T-1)**.
- 2.2.7. Will ensure a SOF library is available (either hard copy or electronic as outlined in the unit supplement to this instruction) that includes applicable directives and instructions (to include AF, Higher Headquarters, and local guidance), aircraft TOs, checklists, in-flight guides, and SOF read/information file. **(T-1)**.
- 2.2.8. Will designate primary and alternate duty locations in the unit supplement to this instruction. **(T-1)**.
- 2.2.9. Will ensure the alternate location has adequate communication equipment and the capability to monitor weather conditions. **(T-1)**.
- 2.2.10. Will ensure adequate technical assistance is immediately available in situations where both the SOF and Ops Sup/Top 3 are supplied by outside organizations (at Red Flag exercises, for example). This technical assistance may be provided by any qualified airman at the discretion of the OG/CC. This responsibility may be delegated to the detachment (or deployed) commander.
- 2.2.11. **(ANG/AFR only)** OG/CC or Air Operations Officer (AOO) will determine requirements for Ops Sup and the appropriate personnel to fill the Ops Sup position. **(T-1)**.
- 2.2.12. Will ensure that SOF upgrade tours include the requirements of [paragraph 5.5.4](#). **(T-1)**.
- 2.2.13. Will review SOF upgrade student training records and approve each upgrade student in writing prior to the individual performing SOF duties. **(T-1)**.
- 2.3. Squadron Commander (SQ/CC) (or equivalent):**
- 2.3.1. Will implement, direct, and execute the Ops Sup/Top 3 program. **(T-1)**.
- 2.3.2. Will ensure a SOF/Ops Sup is on duty when required by [Table 1](#). **(T-1)**.
- 2.3.3. Will be available to the Ops Sup/Top 3 for consultation during flying operations. **(T-1)**.

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

2.4.1. SOF is not required for rescue, helicopters, weather, electronic attack, airlift, air refueling, special operations, Command, Control, Intelligence, Surveillance, and Reconnaissance (C2ISR), or Remotely Piloted Aircraft (RPA) operations. C2ISR/RPA units will establish an Ops Sup/Top 3 program. **(T-1).**

2.4.2. The SOF will:

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

2.4.2.2. Be responsible to the OG/CC for monitoring and supervising all phases of unit flying operations and provide guidance, advice, assistance and recommendations to aircrews, unit supervisors (i.e., Ops Sup/Top 3), Command and Control personnel, and/or other supporting agencies regarding the safe and efficient conduct of flight operations. **(T-1).**

2.4.2.3. Prior to the first launch, ensure the airfield/heliport status is suitable for safe operations in accordance with Air Force, major command and local directives. **(T-1).**

2.4.2.4. Be in a position to visually monitor the final approach and landing of IFE aircraft. **(T-2).** (ANG/AFR: Not required). If unable, the SOF will direct another highly qualified aircrew member to be in position to monitor the landing and provide needed assistance or guidance. **(T-1).** (ANG/AFR: Not required).

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

2.4.2.6. When deteriorating weather conditions affect flying operations, coordinate with wing agencies to determine the best course of action for wing aircraft. The SOF will determine suitable weather alternates and inform the OG/CC accordingly. **(T-1).**

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

2.4.2.8. Prepare a daily log to aid in tracking operations and major events in accordance with the local supplement. **(T-1).** For units that do not use a SOF, the Ops Sup/Top 3 will fill out this log. Log format and content are defined by unit supplement.

2.4.2.9. Debrief the OG/CC of any aircraft involved in an unusual situation, in-flight emergency, weather divert or other mission change requiring SOF action or

intervention. **(T-1)**. Ensure that the applicable Ops Sup/Top 3 has the necessary information to inform squadron leadership.

2.4.3. Ops Sup/Top 3 will:

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

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

2.4.3.3. When the SOF is not qualified in the distressed aircraft or the unit does not require a SOF, be the primary source of technical assistance. **(T-1)**.

2.4.3.4. Be responsible for the execution of the daily flying schedule and coordinate any mission changes as needed (e.g., aircraft tail number changes, crew swaps, flight-plan and airspace changes). **(T-1)**. **Note:** Mission commanders/flight leads are required to coordinate with the Ops Sup/Top 3 prior to the flight brief when intended sortie type, profile, airspace, and/or aircraft configuration do not match the approved schedule.

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

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

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

2.4.3.5. Ensure crews are briefed on the following:

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

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

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

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

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

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

2.4.3.7. Debrief the SQ/CC and/or DO of any aircraft involved in an unusual situation, in-flight emergency, weather divert or other events as required by the supplement to this paragraph. **(T-1)**.

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

2.5. **Operations Supervisor (Ops Sup)/Top 3.** SQ/CCs will ensure that other individuals, approved by the OG/CC, are annotated on the squadron certification document (letter of Xs, for example). **(T-1)**. ANG/AFR: OG/CC or Air Operations Officer (AOO) will determine requirements for Ops Sup and the appropriate personnel to fill the Ops Sup position. **(T-1)**.

Squadron commander and operations officer decision authority may be delegated to this position to make operations-related decisions and recommendations.

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

**Table 1. Minimum Flying Unit Supervision Requirements.**

Type of Operation	SOF Location	Ops Sup Location
Daily Flying Operations	Duty Location	Available
On-Going Off-Station Sorties	Not Required	Available
Deployed Operations	As Required	As Required
Scrambles/Alert	Not Required	Not Required

**Notes:**

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

**Definition of terms:**

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

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

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

**Reduced Flying:** Reduced flying operations are defined as 6 or less fighter aircraft/RPA or 2 or less of the same type of non-fighter aircraft or, while adhering to these limitations for fighter/RPA and non-fighter aircraft, 6 total aircraft.

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

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

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

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

#### 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.

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

##### 5.1. SOF/ATC Relationship:

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

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

## 5.2. Duty Hours:

5.2.1. Prior to beginning supervisory duties, the SOF will meet crew rest requirements as directed by AFI 11-202 Volume 3, as supplemented.

5.2.2. Maximum duty day for SOF is 16 hours with a limit of 12 hours performing SOF duties. The OG/CC may extend an individual SOFs duty day up to 16 hours on a case-by-case basis. (AFGSC Missile Wings: For alert and scramble operations, the SOF maximum duty day is 24 hours as long as alert/sleeping facilities are readily available).

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

## 5.3. 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 and combat mission ready (CMR) or basic mission capable (BMC) in a unit aircraft.

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

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

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

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

5.4.5. Unit commanders will define who is certified to upgrade other aircrew members to SOF in the unit supplement to this instruction. **(T-1)**.

## 5.5. Certification Program:



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

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

5.5.3. All SOF candidates will receive an interview and briefing from the OG/CC on responsibilities, personal philosophy and expectations. **(T-1)**. OG/CCs should emphasize the SOFs position as a group level supervisor and that decision authority is delegated to the SOF position to ensure the safe accomplishment of the mission.

5.5.4. The SOF upgrade shall consist of two supervised tours of two hours each (minimum of 4 hours of training time) with a current and experienced SOF, as defined in the unit supplement. **(T-1)**. The tours are conducted on two different days in order to maximize the chances of the upgrading SOF to observe differing wind and weather conditions. Upgrading SOFs will act as primary SOF on their second upgrade tour. **(T-3)**. The OG/CC will ensure the upgrade tour includes the following:

5.5.4.1. Familiarization with airfield/heliport procedures, primary and alternate duty locations, and local support agencies with emphasis on both unit and aircraft-specific operating procedures (AF, Higher Headquarters, and local), specifically capabilities and limitations. **(T-1)**.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.5.6. For previously certified SOFs, the OG/CC may waive the upgrade requirements of these paragraphs, but at a minimum, the Upgrade student will perform at least one supervised SOF tour with an experienced SOF with emphasis on local procedures. **(T-1)**. **Exception:** SOFs who have lost certification due to Non-CMR/Non-BMC status in accordance with [paragraph 5.4.1.1](#), but still have currency in accordance with [paragraph 5.6](#) In this case, the SQ/CC must ensure that the unit "Letter of Xs" or equivalent document is updated appropriately before the individual performs SOF duties.

## 5.6. Currency/Recurrency.

5.6.1. SOF currency is 90 days.

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

5.6.2. Individual squadrons will track SOF currencies (Aviation Resource Management System preferred). **(T-1)**.

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

## 5.7. Continuation Training (CT):

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

5.7.2. 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.

5.8.2. 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).

## 6. CONFERENCE HOTEL.

6.1. **CONFERENCE HOTEL Procedures.** These procedures make aircraft specialists accessible to the SOF or Ops Sup and aircrew when in-flight situations pose systems-related questions that cannot be answered at the local level. See following SharePoint® link for Mission Design Series-specific points of contact: <https://acc.eim.acc.hedc.af.mil/org/A3/A3T/A3TV/CONFERENCE%20HOTEL%20Procedure/Forms/AllItems.aspx> . If unable to access SharePoint®, contact Numbered Air Force standardization/evaluation offices (Stan/Eval) for assistance. CONFERENCE HOTEL procedures put the OG/CC, SOF or Ops Sup/Top 3 directly in contact with a representative from the Air Force Life Cycle Management Center, the Wright Patterson Program Office, or the contractor.

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

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

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

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

6.3.3. Type aircraft.

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

6.4. **CONFERENCE HOTEL.** Lead MAJCOMs are responsible for keeping CONFERENCE HOTEL information updated. MAJCOMs will check information biannually and update it as needed. When notified that CONFERENCE HOTEL information has changed, Lead MAJCOM must submit the change to ACC/A3TV as soon as possible and no later than 48 hours.

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

6.6. **Updates.** If units discover updated CONFERENCE HOTEL contact information different from the information in this guidance, they will immediately verify the corrected information and forward it via email through Numbered Air Force/MAJCOM Stan/Eval channels to ACC/A3TV (no AF Form 847 required). **(T-2).**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.8.3. **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).**

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

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

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

**9. Waivers.** Forward a copy of any waivers through local Stan/Eval channels to the MAJCOM Stan Eval function who then forward a copy to the OPR for this instruction. ANG/AFR: forward a copy to the Numbered Air Force /A3 with oversight responsibility. ACC-gained ANG units will forward a copy to ACC/A3G.

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

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

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

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

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

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

***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

**AFGSC**—Air Force Global Strike Command

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

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve Command

**AFSOC**—Air Force Special Operations Command

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**AOO**—Air operations officer

**ARMS**—Aviation Resource Management System

**ATC**—Air traffic control

**BMC**—Basic Mission Capable

**CAF**—Combat Air Forces

**CMR**—Combat Mission Ready

**CT**—Continuation training

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

**DNIF**—Duty not involving flying

**FM**—Frequency modulation

**HF**—High frequency

**IAW**—In accordance with

**IFE**—In-flight emergency

**MAF**—Mobility Air Forces

**OPR**—Office of primary responsibility

**Ops**—Operations

**Ops Sup**—Operations supervisor

**POC**—Point of contact

**RPA**—Remotely piloted aircraft

**SFA**—Single frequency approach

**SOF**—Supervisor of flying

**Stan/Eval**—Standardization/evaluation offices

**TO**—Technical Order

**UAS**—Unmanned Aircraft Systems

**UHF**—Ultra high frequency

**USAF**—United States Air Force

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

**VHF**—Very high frequency

**WG**—Wing

### *Terms*

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

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

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

**Reduced Flying**—Reduced flying operations are defined as 6 or less fighter aircraft/RPA or 2 or less of the same type of non-fighter aircraft or, while adhering to these limitations for fighter/RPA and non-fighter aircraft, 6 total aircraft.

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

**Top 3**—A synonym for Operations Supervisor

## Attachment 2

**SUPERVISOR OF FLYING (SOF) PROCEDURAL/EMERGENCY CHECKLIST**

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

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

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



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

A3.1.7. Brief the OG/CC or his designated representative on the airfield status, weather conditions, divert bases, unusual events and the daily flying schedule.