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AVIANO AIR BASE (USAFE)**

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Flying Operations

OPERATIONS SUPERVISION

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This publication implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*. It establishes the responsibilities, requirements, procedures and training for the supervision of flying operations. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard (ANG) (see [paragraph 1.3](#) for specific details). This publication is not applicable to the United States Space Force or the Civil Air Patrol. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable System of Records Notice F011 AF XO A,

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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.

(Added) This instruction implements and supplements the guidance of AFI 11-418, *Operations Supervision*, dated 20 September 2020. This supplement applies to all personnel assigned to the 31 FW and units attached to the 31 OG, Aviano AB, Italy. The waiver authority for this supplement is the 31 OG/CC. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Submit any recommended changes or clarification request to this publication, using AF Form 847 through your chain of command to 31 OG/OGV, Unit 6170 Box 310, APO AE, 09603, or via email at 31OGST.OGV@us.af.mil.

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.

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.

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

Chapter 2

ROLES AND RESPONSIBILITIES

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

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

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

2.2.2. 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)**

2.2.3.1.1. (Added) If SOF radios are inoperative, the Air Traffic Control (ATC) watch supervisor on duty will authorize the SOF to utilize a backup ATC radio. Notify the SOF program manager of any SOF equipment not performing to standards via the SOF End of Day Report.

2.2.3.1.2. (Added) The SOF Land Mobile Radio (LMR) will be kept in the tower at the SOF desk. In the event of bugout the SOF will bring the LMR as a primary means of communication with base agencies.

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

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

2.2.5. 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, inflight 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)**

2.2.8.1. **(Added)** The primary duty location for the SOF will be in the control tower. The alternate SOF location for Aviano AB, is located above base ops, building 1023 and F-16 squadron operations building. The Ops Sup duty primary location will be the squadron operations building. If the Op Sup must leave the primary location, they will be accessible IAW AFI 11-418 paragraph 3.

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.

2.2.10.1. **(Added)** Divert aircraft must have Ops Sup's approval to launch from divert bases. Ops Sup will obtain divert and recovery weather/NOTAMS, pilot duty day limitations, and flight itinerary prior to launch. Ops Sup will notify the OG Brickholder when approving divert aircraft to return to Aviano.

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)**

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

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

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

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

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

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

2.4.2. The SOF will:

- 2.4.2.1. Be on duty when required by **Table 3.1. (T-2)**
- 2.4.2.2. Be responsible to the OG/CC for monitoring and supervising all phases of unit flying operations and provide guidance, advice, assistance and recommendations to aircrews, unit supervisors (i.e., Ops Sup/Top 3), Command and Control personnel, and/or other supporting agencies regarding the safe and efficient conduct of flight operations. **(T3)**
- 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)**
- 2.4.2.3.1. (Added) SOFs will set the airfield status and brief the OG Brickholder and Ops Sup prior to pilot step and ensure the status is added to the Automatic Terminal Information System (ATIS) via the Tower Watch Supervisor.
- 2.4.2.4. Be in a position to visually monitor the final approach and landing of IFE aircraft. **(T-2)** (This action is not required for ANG/AFR). If unable, the SOF will direct another highly qualified aircrew member to be in position to monitor the landing and provide needed assistance or guidance. **(T-2)** (This action is not required for ANG/AFR).
- 2.4.2.5. Monitor the status of primary and emergency airfields/heliport and inform aircrews of changes that may affect flight operations. **(T-2)**
- 2.4.2.6. When deteriorating weather conditions affect flying operations, coordinate with wing agencies to determine the best course of action for wing aircraft. The SOF will determine suitable weather alternates and inform the OG/CC accordingly. **(T-2)**
- 2.4.2.6.1. (Added) Italian Air Forces (ITAF) Weather Forecast at Aviano (LIPA) determines the official field status (Open/Closed/Pattern Status/IFR Approach Minimums), ATIS, and all weather information reported by Air Traffic Control (ATC) IAW ITAF POP ATC-001 9.10.1.a.
- 2.4.2.6.2. (Added) The SOF will receive a weather brief from USAF weather personnel by telephone. If needed, the SOF may request a special observation by coordinating with an ITAF representative in the tower. Additionally, the SOF will utilize the 31 OSS/OSW developed Mission Execution Forecast (MEF) and internet weather links to monitor continuously the observations, Terminal Aerodrome Forecast (TAF), satellite, and radar products.
- 2.4.2.6.3. (Added) SOFs will ensure they have the most current weather to aid in their decision-making. USAF MEF verbal additions, (- SHRA), can be used to determine intensity of rain for Aviano and required divers/divert/alternates with approval from the 31 OG representative. The USAF Weather forecast and/or USAF OSW personnel observations may be used for flight safety/divert decisions, emergency operations, and resource protection.
- 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.

2.5. Operations Supervisor (Ops Sup)/Top 3. SQ/CCs will ensure that all individuals, approved by the OG/CC, are annotated on the squadron certification document (e.g. letter of X's or other MAJCOM approved method of tracking certifications). **(T-3)** SQ/CC and operations officer decision authority may be delegated to this position to make operations-related decisions and recommendations.

2.5.1. Ops Sup/Top 3 will:

2.5.1.1. Be on duty when required by [Table 3.1](#). **(T-3)**

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

2.5.1.2.1. (Added) TDY Fighter/Attack units at Aviano will provide 31 OG/OGV with a name and number where the SOF may obtain qualified assistance on that unit's type of aircraft prior to the first local flight.

2.5.1.3. When the SOF is not qualified in the distressed aircraft or the unit does not require a SOF, be the primary source of technical assistance. **(T-2)**

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

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

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

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

2.5.1.5. Ensure crews are briefed on the following:

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

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

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

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

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

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

2.5.1.6.1. (Added) Operations Supervisors will provide an End of Day Report using the format found in [Attachment 7](#).

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

2.6. Mission Support Group Commanders. will maintain, upgrade, and repair the applicable SOF facilities, equipment, and vehicles if a SOF vehicle is available. **(T-2)**

Chapter 3

OPERATIONS MINIMUM SUPERVISION REQUIREMENTS

3.1. Overview. This chapter identifies the minimum flying unit supervisory requirements depending on types of operations involved. (Additional requirements can be defined in the unit supplement).

Table 3.1. Minimum Flying Unit Supervision Requirements.

Type of Operation	SOF Location	Ops Sup Location
Daily Flying Operations	Duty Location	Available
On-Going Off-Station Sorties	Not Required	Available
Deployed Operations	As Required	As Required
Scrambles/Alert	Not Required	Not Required
<p>Notes:</p> <p>1. ANG: Ops Sup is required to be immediately available by telephone, pager, radio or intercom for all types of operations. (T-3)</p> <p>2. ANG/AFR: At the discretion of the OG/CC or AOO, ANG/AFR may combine SOF and OPS SUP duties.</p> <p>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.</p> <p>4. Reduced Flying: For reduced flying operations the OG/CC may determine if a SOF is needed.</p>		

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

3.2.1. (Added) **The unit operations complex is defined as the associated squadron operation's building.**

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

3.3.1. (Added) For reduced flying operations, a SOF is not required.

3.3.1.1. (Added) Regardless of reduced flying status a SOF is required and must be at the Duty Location during local FCF sorties.

3.3.1.2. (Added) The OPS Sup must be at the Duty Location instead of Available when a SOF is not required due to reduced flying operations.

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

Chapter 4

HANDLING OF IN-FLIGHT EMERGENCIES/SAFE RECOVERY

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

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

4.1.2. Using the command post, or other capable agency, to notify all appropriate agencies and key personnel of an in-flight emergency and provide situation updates.

4.1.2.1. (Added) When able, notify the OG Brickholder when an emergency is in progress and when the emergency is terminated. Priority will be given to assisting the emergency aircraft and coordinating base agencies over OG notification.

4.1.2.2. (Added) Following an aircraft divert or recall, use any means available (31 FW CP, Italian Base Operations Center [BOC]) to ensure all affected aircraft are recovered safely. In particular, the Italian Tower Supervisor can provide assistance in notifying the divert base of arriving aircraft and help in coordinating their recovery.

4.1.2.2.1. (Added) Ensure base ops and the divert field have the following information (normally passed by the tower controllers):

4.1.2.2.1.1. (Added) Number and type of aircraft, call signs, fuel status, any other pertinent information

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.

4.1.4.1. (Added) The SOF will not change over during an emergency or recall/divert situation.

4.1.4.2. (Added) SOF will be the focal point of information during an emergency situation.

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

4.1.6. 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.

5.2.1.1. (Added) When operating as the Ops Supervisor without a qualified SOF, the Ops Sup must meet crew rest requirements as directed above by AFMAN 11-202 V3, or as supplemented.

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

5.2.2.1. (Added) When operating as the Ops Supervisor without a qualified SOF, maximum crew duty day will be a maximum of 16 hours with a limit of 12 hours performing Ops Sup related duties.

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.

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

5.3.2.1. The runway monitoring unit/runway supervisory unit.

5.3.2.2. The unit dispatch desk.

5.3.2.3. The command post.

5.4. Certification:

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

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

5.4.1.1.1. (Added) 31 OG/CC authorizes non-Combat Mission Ready and non-Basic Mission Capable aircrew to perform SOF duties as long as they have SOF currency.

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

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

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

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

5.5. 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 individual's training folder that approves him/her for SOF duties. **(T-1)** Additionally, upon completion of the upgrade flow, the unit will update "Letter of Xs," or AF Form 4348, *USAF Aircrew Certifications*, or equivalent document to reflect the SOF certification. **(T-1)**

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

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

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

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

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

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

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

5.5.4.5. **If utilized, operation of SOF vehicle (may require a flight line permit/license). (T2)**

- 5.5.4.6. **Successful handling of a flameout/precautionary landing (actual or simulated). (T1)**
- 5.5.4.7. Procuring/observing weather (to include forecaster duties and priorities) information. **(T-2)**
- 5.5.4.8. Approach/departure control information. **(T-2)**
- 5.5.4.9. Tower operations. **(T-2)**
- 5.5.4.10. Conduct a thorough review of CONFERENCE HOTEL procedures on SharePoint®. **(T-2)** See [paragraph 6.1](#) for a link to the website.
- 5.5.4.11. (Added) Experienced SOFs are defined as completing 10 post certification tours, and are approved by 31 OG/CC to perform SOF upgrades. Squadron training will ensure that **Attachment 5** (ADDED) is complete and updated via the Squadron LOX. Experienced SOFs will be designated on the LOX.
- 5.5.4.12. (Added) The SOF upgrade program is IAW **Attachment 5** (Added). The upgrade program will focus on disciplined use of both the SOF QRC, -1 checklists, and HH-60 pilot aid during actual and simulated emergency procedures.
- 5.5.4.13. (Added) Experienced SOFs will conduct SOF upgrade training IAW Attachment 5 (Added).
- 5.5.5. Additionally, prior to being certified as a SOF, upgrade students will accomplish the following additional training/familiarization items:
- 5.5.5.1. Crash/fire/rescue operations. **(T-3)**
- 5.5.5.2. Explosive ordnance disposal operations. **(T-3)**
- 5.5.5.3. Airfield Management operations. **(T-3)**
- 5.5.5.4. Command post operations. **(T-3)**
- 5.5.5.5. Airfield Driver's License. **(T-3) Exception:** This is not applicable if a SOF vehicle is either not provided or there is not a need to drive on the actual airfield environment.
- 5.5.5.6. Performance aspects and general characteristics of all base-assigned aircraft. **(T3)**
- 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)**

5.7. 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.

5.8.1.1. (Added) 31 OG/CC designates the OGV F-16 representative as the OPR for the administration of the 31 OG SOF and Op Sup Program for Aviano AB.

5.8.1.2. (Added) 31 OG/OGV OPR will develop and maintain local SOF and Ops Sup QRC checklists.

5.8.2. The OPR will:

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

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

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

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

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

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

5.8.2.7. Develop normal and emergency SOF checklists and review/update annually (reference [Attachment 2](#)). **(T-3)**

5.8.2.8. Update the SOF library publications when needed (reference [paragraph 2.2.7](#)). **(T-3)**

5.8.2.9. Develop the unit supplement to this instruction. **(T-3)**

5.8.2.10. Work with all necessary base agencies to ensure SOF equipment is maintained in operating condition and is adequate for mission accomplishment. **(T-3)**

5.8.2.11. Develop and administer a schedule for monthly validation of all CONFERENCE HOTEL contact information for all base-assigned aircraft.

Chapter 6

CONFERENCE HOTEL

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

6.1.1. (Added) Practice CONFERENCE HOTEL Procedures. Will be conducted monthly to test connectivity and timeliness. Practice CONFERENCE HOTEL procedures will only be made during normal business hours of Lockheed Martin [PM shift scheduled to coincide with business hours in the US]. The SOF Program manager is responsible for this requirement and ensuring that it is documented. Reference the SOF QRC for CONFERENCE HOTEL procedures. Log in SOF Book 1 and Electronic tracker in SOF Desk Folder on the Wing Drive.

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

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

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

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

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

6.4.3. Type aircraft.

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

6.5. CONFERENCE HOTEL. Lead MAJCOMs are responsible for keeping CONFERENCE HOTEL information updated, and ensuring all CONFERENCE HOTEL agencies and personnel

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

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

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

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

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

6.10. Training Requirements:

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

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

6.10.3. Local Installations:

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

6.10.3.2. Cross-country flights

6.10.3.3. CORONET movements

6.10.3.4. Deployed operations

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

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

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

Chapter 7

UNIT SUPPLEMENTATION

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

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

7.1.1.1. (Added) 31 OG/CC designates 31 OGV as OPR for the administration of the Conference Hotel program.

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

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

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

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

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

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

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

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

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

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

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

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

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

7.2.4. (Added) The opening SOF will:

7.2.4.1. (Added) Generate the 31 FW SOF Daily Report (format found in [Attachment 6](#)). The report will include time on/off duty, any abnormal situations, equipment deficiencies, and all emergencies.

7.2.4.2. (Added) Special Procedures. When special procedures are in effect, the SOF will ensure the ATIS has “Special Procedures in Effect” along with any specific restrictions added. The SOF will also pass restrictions to the Squadron Op Sup to ensure they are briefed to pilots before step.

7.2.4.3. (Added) Ensure pilots are notified of divert status changes and of hazards such as approaching thunderstorms, imminent runway closures, uncontrolled aircraft in the vicinity, hazardous bird activity, inbound emergencies, priority aircraft, etc. SOFs will use all means necessary (guard, flight discrete frequencies, ATC, Padova Mil, Link-16 Text Messaging, Op Sup, etc.) to pass airfield status changes that affect planned recovery fuels. SOF will obtain positive acknowledgement (directly or via ATC) from all 31 FW fighter aircraft (both airborne and on the ground) to ensure airfield status changes have been received. The SOF will keep squadron Op Sups informed in a timely manner of any changes to field status. SOFs will inform the Tower Watch Supervisor when there are any changes to the 31 FW divert status. Use the Status Change checklist in the SOF QRC as a guide.

7.2.4.4. (Added) Monitor and track all locally based aircraft takeoff and land times, configurations, landings, pattern procedures including simulated emergency procedures, and ground movement. Report any hard landings, nonstandard or unsafe patterns to the squadron Op Sup (and 31 OG/CC if necessary). SOFs will remain vigilant during non-standard ground operations (cable certifications, taxi checks, construction, etc.) and use common sense to ensure safe operation and recovery of aircraft and personnel and will query aircrew or Ops Sup for information if necessary.

7.2.4.5. (Added) Ensure all items in the SOF Opening Checklist (see SOF QRC) are accomplished prior to the first takeoff.

7.2.4.6. (Added) Use Istrana, Rivolto, Cervia, Grosseto, and Ghedi as primary divers. SOFs will request additional airfield bookings if necessary due to weather and availability of the primary divers.

7.2.4.7. (Added) Opening SOFs will report to the tower with sufficient time to set the airfield status prior to first aircrew step. An airfield inspection will be conducted by base ops prior to first scheduled takeoff.

7.2.4.8. (Added) 31 FW SOFs will designate a divert field during single runway operations (at all times at Aviano). This field will also constitute an alternate as defined by AFMAN 11-202V3, General Flight Rules. In addition to the AFMAN 11-202V3 alternate requirements, the selected divert field must be free of forecast or reported heavy rain.

7.2.4.9. (Added) SOFs will remain on duty until last aircraft shutdown.

7.2.4.10. (Added) During an emergency evacuation or exercise the "hit-and-run" kit minimum items are: one LMR, and one Electronic Flight Bag (EFB) and must be taken with you to the alternate SOF location.

7.2.4.11. (Added) Establish a bird watch condition using the SOF QRC [EFB] and 31 FW OPLAN 91-212 Aviano Bird Aircraft Strike Hazard "BASH" Reduction Plan as a guide. Advise the Tower Watch Supervisor, AM ops, and Ops Sup of the current bird watch condition. Coordinate with base Ops when the bird watch condition is above normal, so that base ops/flight safety can help disperse birds. Apply SOF QRC BASH PROCEDURES to disperse any wildlife on the airfield (rabbits, foxes, etc.) If a wildlife strike occurs during takeoff or landing, SOF's will reference QRC BIRD STRIKE guidance. During exercises or contingency operations, the SOF will contact "Mission Director" (x4288) prior to firing bird cannons.

7.2.4.12. (Added) The SOF position in the tower will have the following items accessible through the local EFB program:

7.2.4.12.1. ForeFlight (DOD) - IFR Low Charts, IFR High charts, Terminal Procedures, Taxi Diagrams and Airfield Diagrams, Europe, N Africa, Middle East (ENAME), FIH, ENAME Enroute Supplements, General Info & LEDGENDS; ForeFlight (Europe) - IFR High Charts, IFR Low Charts, Terminal Procedures, Aerodrome Charts and AIP, Slovenia, Croatia, and Italy. ForeFlight (T.O. Documents) - 1F16CM-1 flight manual, 1F-16CM-1CL-4, the 31 FW Pilot Aid, the 31 FW Helo Aircrew Aid, and the SOF QRC.

7.2.4.12.2. Electronic versions of the SOF Read Files (SOFRFs), Flight Crew Information Files (FCIFs), and OG Read Files (OGRFs) are maintained in Patriot Excalibur (PEX) and electronic versions of any other required publications are available on the SOF computer through the OGV SharePoint site or 31 FW shared drive.

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
TAD D. CLARK, Brigadier General, USAF
Commander

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

AFPD 11-2, *Aircrew Operations*, 31 January 2019 AFMAN 11-202V3, *Flight Operations*, 10 June 2020

DAFI 33-360, *Publication and Forms Management*, 01 December 2015

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020 AFI 36-2608, *Military Personnel Records System*, 16 April 2021

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

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 **AFI**—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFSOC—Air Force Special Operations Command

AMC—Air Mobility Command

ANG—Air National Guard

AOO—Air operations officer

ATC—Air traffic control

BMC—Basic Mission Capable

CAF—Combat Air Forces

CMR—Combat Mission Ready

CT—Continuation training

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

DNIF—Duty not involving flying

EFB—Electronic Flight Bag
FM—Frequency modulation
HF—High frequency
IAW—In accordance with
IFE—In-flight emergency
MAF—Mobility Air Forces
MDS—Mission Design Series
OPR—Office of primary responsibility
Ops—Operations
Ops Sup—Operations supervisor
RPA—Remotely Piloted Aircraft
SATCOM—Satellite Communications
SFA—Single frequency approach
SOF—Supervisor of flying
Stan/Eval—Standardization/evaluation offices
UHF—Ultra high frequency
UAS—Unmanned Aircraft Systems
USAF—United States Air Force
USAFE-AFAFRICA—United States Air Forces in Europe and Air Forces Africa
VHF—Very high frequency
WG—Wing

Terms

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

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

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

GUARD—Terminology for common VHF/UHF emergency frequencies.

Letter of Xs—A MAJCOM-approved method of tracking aircrew certifications. A Letter of Xs lists the aircrew certifications, and a mark (i.e., X) in the box corresponding to the aircrew member that is certified for an event.

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

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

Top 3—A synonym for Operations Supervisor

Attachment 2

SUPERVISOR OF FLYING (SOF) PROCEDURAL/EMERGENCY CHECKLIST

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

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

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

13	Communications search
14	Aircraft dispersal
15	Controlled bailout
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

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

31 FW SUPERVISOR OF FLYING REPORT

Figure A4.1. [31. FW Supervisor of Flying Report.

<u>31 FW SUPERVISOR OF FLYING REPORT</u>							
DAY MONTH YEAR							
DUTY PERIOD	NAME	RWY (05/23)	VFR PATTERN	Bird (L/M/S)	FCIF/OGRF/ SOF RF	FUEL/ DIVERT STATUS	
ALTERNATE	HOURS (z)	FUEL	RWY	NOTAM	AVIANO EQUIPMENT STATUS	IN	OUT
RIVOLTO					BARRIERS		
ISTRANA					TAXIWAYS		
CERVIA					LIGHTING		
GROSSETO					PAPI		
GHEDI					TACAN		
					GCA		
					ILS		
COMMENTS (If urgent contact 31OG/OGV at x8464)							

Attachment 5

31 FW SUPERVISOR OF FLYING (SOF) UPGRADE CHECKLIST

Figure A5.1. SOF Upgrade Checklist (Page 1 of 3).

Pilot _____ **Rank** _____ **Unit** _____ **Date Entered** _____

The SOF nominee named above is a 4-Ship Flight Lead who has demonstrated the maturity, judgment, and supervisory ability required of a SOF. His/her qualifications have been reviewed and the nominee meets all SOF qualifications per AFI 11-418 and AFI 11-418AVIANOABSUP. I approve his/her entry into the SOF upgrade program.

SQ/CC Signature _____

The following checklist will be completed by SOF candidates prior to unsupervised duties.

1. Review the following regulations, supplements, and written directives:

	<u>DATE</u>	<u>INITIALS</u>
a) Read AFMAN 11-418 & AFMAN 11-418_AVIANOABSUP	_____	_____
b) Read AFMAN 11-202, Vol 3_USAFESUP	_____	_____
c) Read AFMAN 11-2F-16 Vol 3_USAFE SUP_AVIANO AB SUP (Local Chapter 8)	_____	_____
d) Read 31 FW Plan 91-212 Bird/Wildlife Reduction Plan	_____	_____
e) Read POP ATC-001	_____	_____
f) Review 31 FW Pilot Aid/31FW Helo Aircrew Aid	_____	_____
g) Review 31 FW FCIFs and OGRFs	_____	_____
h) Review 31 FW SOFRFs	_____	_____
i) Review 31 FW SOF Quick Reaction Checklist (QRC)	_____	_____
j) Review 31 FW SOF Books 1, 2	_____	_____
2. Complete SOF Test (31 OG/OGV)	_____	_____
3. PEX Access (31 OG/OGV and 31 OSS/OSOS)	_____	_____

Figure A5.2. SOF Upgrade Checklist (Page 2 of 3).

4. Visit the following base support agencies to become familiar with facilities, procedures, and limitations. These interactions should highlight the close coordination required between support agencies and SOF, emphasizing procedures and considerations used during emergencies or nonstandard operations.

ORGANIZATION	BLDG#	PHONE	DATE	INITIALS
a) Base Ops (31OSS)	1023	x7222	_____	_____
b) Fire / Rescue (31 CES)	1434	x6150	_____	_____
c) EOD Ops (31 OSS)	1023	x7264/7325	_____	_____
d) Base Weather (31 OSS)	1023	x7629	_____	_____
e) RAPCON (31 OSS)	1307	x7554	_____	_____
f) Alt Tower (31 OSS)	1023	N/A	_____	_____

5. Complete at least one tour observing a qualified ISOF (SOF See) and one tour acting as the primary SOF (SOF Do) under the direct supervision of a qualified ISOF (this will consist of both an opening and closing tour). Both tours will be a minimum of 2 hours in length and will include one complete launch and recovery to be considered effective. ISOFs should cover all topics listed below. Previously qualified SOFs may accomplish only a SOF Do, but the ISOF should discuss both opening and closing procedures. In this case, Tour 2 ISOF should sign the Tour 1 line and put 'PQ' in for the date.

	<u>DATE</u>	<u>TOUR</u> (Circle One)	<u>ISOF (Printed name and signature)</u>
a) Tour 1 (SOF See)	_____	Open/Close	_____
b) Tour 2 (SOF Do)	_____	Open/Close	_____

Topics for ISOF to discuss (See Paragraph 5.5 for additional information):

- Ownership of all flying operations at Aviano, to include HH-60s, TDY units, transient aircraft, and movement along the airfield. SOFs must maintain awareness of all airfield operations.
- Interaction with tower personnel (Watch Sup) and SOF program manager (OGV).
- SOF Radio/telephone/control panel/LMR operations.
- Brickholder schedule, how to contact, and notification.
- Capabilities and limitation of SOF position and SOF QRC usage (communications, equipment, etc.).
- Alternate SOF Location and Bugout items to bring.
- Determining divert status (Status board, regulations, Night, IMC, weather products and useful links). Experienced SOFs will discuss scenarios for all seasons due to Aviano's unique weather.

Figure A5.3. SOF Upgrade Checklist (Page 3 of 3).

- Divert Scenario with applicable checklists and coordination with Ops Sup.
 - Dropped object coordination with BOC, ITAF, AMOPS, and MOC.
 - "Special Procedures"
 - BASH procedures for fighter/helicopter operation, and Bird Cannon operations.
 - Airfield familiarity and outside agency capabilities and limitations.
 - EOD Disposal Operations
 - Applicable FCIFs, OGRFs, SOFRFs
 - Emergency Procedures – Emphasis will be placed on use of checklists/TOs, coordination with appropriate agencies, and taking a proactive role in the situation without deferring to the Brickholder and/or Ops Sup. The upgrade will accomplish one actual or simulated IFE while acting as primary SOF.
 - ISOFs will discuss at least three different EP scenarios to pass experience, limitations, and lessons learned to upgrading SOFs.
 - Local CONFERENCE HOTEL procedures and tracking.
6. Complete an interview with the 31 OG/CC on responsibilities, personal philosophy, expectations, and authority of the SOF.

Upgradee has completed all required training for SOF and is hereby certified as a 31 FW Supervisor of Flying.

31 OG/CC Signature

Date

_____ has completed 10 SOF tours and is named an instructor SOF.

FS/DOT Signature

Date

Attachment 6

TDY SOF INTEGRATION CHECKLIST TO 31 FW OPS

Figure A6.1. TDY SOF Integration Checklist.

(FOR CURRENTLY QUALIFIED SOFS IN MDS)

The following checklist will be completed prior to unsupervised SOF duties. DETCOs will ensure their unit SOFs complete the following checkout program. Briefings by 31 OG/OGV will be given to an initial cadre of TDY SOFs. This initial cadre will visit the tower with a 31 FW ISOF and sit a supervised tour. Later, that unit’s qualified SOF cadre can provide the checkout briefings and tower familiarization tour within the unit.

1. Read the Aviano SOF “Info Packet” (OPR: 31 OG/OGV). This packet will answer the majority of questions about Aviano SOF duties.

2. Review and discuss the following with 31 OG/OGV:
 - a. AFMAN 11-418 and AVIANO SUP
 - b. AFMAN 11-202 Vol 3 USAFESUP_AVIANOABSUP
 - c. 31 FW Pilot Aid / 31 FW Helo Aircrew Aid
 - d. 31 FW Flight Crew Information Files & Operations Group Read Files
 - e. 31 FW SOF Read Files
 - f. 31 FW SOF books and the SOF QRC
 - g. AFMAN 11-2F-16 Vol 3 AVIANOABSUP

3. Accomplish a SOF tour with a qualified 31 FW ISOF or Aviano qualified TDY SOF.
4. Complete SOF Test with passing (>85%) score

The individual(s) listed below from the _____ (unit) have completed the SOF Upgrade Checklist (Name, Rank):


DETCO Name, Rank	Signature	Date
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5. Attach additional pages if necessary. Please retain the original with your unit Stan/Eval and forward a copy of this completed form to 31 OG/OGV. Call 632-8464 if you have questions.

Attachment 7

5XX FIGHTER/56 RESCUE SQUADRON END OF DAY REPORT

Figure A7.1. 5XX Fighter/56 Rescue Squadron End of Day Report, Part 1.



5XX FIGHTER/56 RESCUE SQUADRON
End of Day Report

Date:		Ops Sup:		Devs Debriefed w/:	
Spares 1st Go:		Spares 2nd Go:		Spares 3rd Go:	

1. LOCAL FLYING SCHEDULE

	Previous	Today	Next
Scheduled			
Contracted*			
Flown			

NOTES: REASONS FOR DEVIATIONS (ADD/CNX/MND/GA/LT/ETC) AND NON-EFFECTIVE SORTIES

LINE#	CALL SIGN	TAIL#	REASON CODE	DETAILS

2. ALL EMERGENCIES (Add Wing and Squadron Safety to EOD email if filled in)

LINE #	CALL SIGN	TAIL #	DETAILS

3. JETS OFF-STATION (X-COUNTRY, DIVERT BASES)

TAIL #	CALL SIGN	PILOT(S)	LOCATION	DETAILS

4. INEFFECTIVE or REDUCED EFFECTIVENESS TRAINING SORTIES

LINE#	CALL SIGN	TAIL #	SCHED MSN	REASON/REMARKS

Figure A7.2. 5XX Fighter/56 Rescue Squadron End of Day Report, Part 2.

5. UNUSUAL OCCURRENCES / PERTINENT INFORMATION: (Mach bust, Airspace spill outs, details, etc.)

6. UPGRADES/CHECKRIDES ACCOMPLISHED:

UP	IP/FE	MISSION	RESULT	REMARKS

Attachment 8

31 OG OPERATIONS SUPERVISOR (OPS SUP) UPGRADE CHECKLIST

Figure A8.1. [31 OG Operations Supervisor (Ops Sup) Upgrade Checklist, Part 1.

31 OG OPERATIONS SUPERVISOR (OPS SUP) UPGRADE CHECKLIST

Pilot _____ Rank _____ Date Entered _____

The following checklist will be completed by Ops Sup candidates prior to unsupervised duties.

Ops Sup candidates should be selected from among the most experienced pilots in the squadron, typically flight CC, shop chiefs, and above. Op Sups will be certified by the SQ/CC. SQ/CC's may modify this upgrade, as appropriate, based off member's experience.

1. REGULATION REVIEW*

DATE INITIALS

a) Read AFI 11-418 & AFI 11-418 AVIANOABSUP

b) Read AFI 11-202 Vol 3 USAFE SUP

c) Read AFI 11-2MDS Vol 3

d) Read AFI 11-2MDS AVIANOABSUP

2. PERFORM THE FOLLOWING EVENTS

a) Meet with SQ/DO _____ (discuss responsibilities, personal philosophy, expectations, and authority of the Op Sup)

3. UPGRADE TOURS

DATE

I-OP SUP NAME AND INITIALS

a. Tour 1 (Op Sup See)

NA for previously qualified

(Note: one tour must be opening and the other closing)

Topics to discuss:

- Pro-super interaction
- SOF interaction

Figure A8.2. [31 OG Operations Supervisor (Ops Sup) Upgrade Checklist, Part 2.

- MOC interaction
- WX/NOTAM/Mass brief
- SARM duties
- Bird Board
- Opening/Changeover/Closing actions
- LTO/LL guidance
- Deviations (ACCI 21-165, chapter 4)
- End of Fly report: creation and usage by outside agencies

	<u>DATE</u>	<u>I-OP SUP NAME AND INITIALS</u>
b. Tour 2 (Op Sup Do)	_____	_____

- Topics to discuss:
- Accident response
 - Divert response and coordination
 - Search and Rescue response
 - Sonic Boom response
 - Immediate flight plans
 - Following day schedule review process

4. FLIGHT AUTHORIZATION (FA) APPROVAL	<u>DATE</u>	<u>GP/CC INITIALS</u>
This individual is hereby authorized to sign flight authorizations IAW AFI 11-401	_____	_____

5. The upgradee has completed all required training and is hereby certified as an Operations Supervisor.

<u>Date</u>	<u>SQ/CC Signature</u>
_____	_____