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This publication implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*. It establishes the responsibilities, requirements, procedures and training for the supervision of flying operations. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard (ANG) (see [paragraph 1.3](#) for specific details). This publication is not applicable to the United States Space Force or the Civil Air Patrol. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS) is available at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569691/f011-af-xo-a/>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and*

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(DYESSAFB) Air Force Instruction (AFI)11-418, *Operations Supervision*, 28 February 2020, is supplemented as follows: It provides expanded guidance regarding operations supervision procedures for the 7th Operations Group (7OG). This supplement applies to flying units and personnel assigned to and flying with the 7th Bomb Wing (7 BW). The waiver authority for this publication is the 7 OG/CC. Waivers to this instruction will be routed through Stan/Eval channels to the 7th Operations Group Standardization and Evaluation office (7OG/OGV). Any approved waivers will be routed to the 7BW/CC within 10 duty days. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the 7OG/OGV using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command.

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.

(DYESSAFB) This instruction has been substantially revised and should be reviewed in its entirety. Changes include, but are not limited to, adding new stipulations for tenant units, supervisor of flying (SOF), and Fox 3 duties.

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Chapter 1

PROGRAM OVERVIEW

1.1. Flying Operations (Ops) Supervision Structure. The basic supervision structure for flying operations consists of the Operations Group Commander, the Supervisor of Flying (SOF), Operations Supervisor (Ops Sup), and the Top 3.

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

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

1.4. Waivers. Forward a copy of any waivers through local Standardization and Evaluation (Stan/Eval) channels to the MAJCOM Stan/Eval function, then a copy will be forwarded to the OPR for this publication. **(T-2)** ANG/AFR: forward a copy to the Numbered Air Force/A3 with oversight responsibility.

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)**

2.2.2.1. **(Added-DYESSAFB)** Tenant/local AFRC flying units will participate in the 7 BW operations supervision program unless separately coordinated with the 7 OG.

2.2.2.2. **(Added-DYESSAFB)** When compliance with 7 BW directives adversely impacts tenant unit operations, unit supervisors will obtain 7 OG/CC endorsement of the unit's requirement to modify or deviate from 7 BW directives.

2.2.2.3. **(Added-DYESSAFB)** Non-Dyess units operating out of Dyess AFB will comply with local operations supervision requirements. If unable to comply due to operational constraints, these units will request a waiver from the 7OG/CC.

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

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

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

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

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

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

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

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

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

2.2.9.1. **(Added-DYESSAFB)** Will ensure availability of a radio equipped vehicle.

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

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

2.2.12. Will ensure that SOF upgrade tours include the requirements of [paragraph 5.5.4](#). See [paragraph 5.5.4](#) for tiering.

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

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

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

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

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

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

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

2.4.2. The SOF will:

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

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

2.4.2.2.1. **(Added-DYESSAFB)** The SOF on duty at the commencement of an In-Flight Emergency (IFE) will remain on duty through IFE completion. Oncoming SOFs may remain as an auxiliary to assist the on-duty SOF until IFE termination. Changeover will not occur during any aircraft IFE at Dyess AFB unless specifically authorized by the Charlie.

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-DYESSAFB)** SOFs will receive an Airfield Operations SOF brief prior to each shift. This may be conducted by phone.

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)**

2.4.2.5.1. **(Added-DYESSAFB)** When required, know the status of alternate/divert airfields to include hours of operation and terminal weather conditions. When possible, coordinate with Command Post and Airfield Operations at the proposed divert field to ensure capability of supporting locally generated B-1 aircraft.

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-DYESSAFB)** Prior to performing SOF duties, obtain a weather briefing focusing on local and mission impacts for the next 12 hours, and obtain a copy of the Mission Weather Product (MWP) from the weather forecaster on duty. This brief may be conducted over the phone and the MWP may be obtained digitally.

2.4.2.6.2. **(Added-DYESSAFB)** Inform aircrews of reported weather conditions affecting scheduled activity in applicable operating areas, low level, and air refueling routes.

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

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

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

2.4.2.10. **(Added-DYESSAFB)** Maintain awareness of local bird conditions at all times and comply with procedures outlined in the local Bird Aircraft Strike Hazard (BASH) program.

2.4.3. **(Added-DYESSAFB)** When the 7th Operational Support Squadron Weather Office (7 OSS/A3W) overnight forecast includes temperatures below 35 degrees Fahrenheit (F) and precipitation, Top 3s will report for duty 1.5 hrs prior to first step to determine if aircraft de-icing is required and coordinate with maintenance.

2.4.3.1. **(Added-DYESSAFB)** When aircraft are airborne and the SOF on duty is not an Instructor Pilot (IP), the SOF squadron is responsible for scheduling a duty IP. The squadron will annotate the duty IP on the flying schedule. The non-IP SOF will verify a duty IP is available. The duty IP can be contacted through the squadron Ops Sup/Top 3 and will have ready access to B-1 Technical Orders (TOs).

2.4.3.2. **(Added-DYESSAFB)** Additional step verification items are listed in AFI 11-2B-1V3_DYESSAFBSUP_ADDENDUM-A, Flying Operations

2.4.3.3. **(Added-DYESSAFB)** Ensure squadron scheduling has scheduled and annotated the SOF, Ops Sup/Top 3, Duty IP (if required) in Patriot Excalibur (PEX).

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. **(DYESSAFB)** The Top 3 upgrade program is a SQ/CC program. First candidates to be considered will be the squadron commander, squadron operations officer, and assistant operations officer(s). Other individuals deemed qualified by the squadron commander will require OG/CC approval prior to upgrading. Squadrons may use **Attachment 5** as a guide for their upgrade program.

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.
 - 2.5.1.7. Debrief the SQ/CC and/or DO of any aircraft involved in an unusual situation, in-flight emergency, weather divert or other events as required by the supplement to this paragraph. **(T-2)**
- 2.6. Mission Support Group Commanders.** will maintain, upgrade and repair the applicable SOF facilities, equipment, and vehicles if a SOF vehicle is available. **(T-2)**
- 2.6. (DYESSAFB) FOX 3.** During reduced flying operations, the OG/CC may approve combining SOF and Top 3 duties into one position called "Fox 3".
- 2.6.1. **(Added-DYESSAFB)** Fox-3s will:
 - 2.6.1.1. **(Added-DYESSAFB)** Unless otherwise specified, be responsible for SOF duties listed in 2.4.2.
 - 2.6.1.2. **(Added-DYESSAFB)** Use the squadron equipment at their respective duty desks to conduct Fox 3 responsibilities.
 - 2.6.1.3. **(Added-DYESSAFB)** Immediately call the Tower Watch Supervisor to establish direct communication.
 - 2.6.2. **(Added-DYESSAFB)** Fox 3 Certification
 - 2.6.2.1. **(Added-DYESSAFB)** Certified SOFs that have SQ/CC designation as a Top 3 are automatically certified as a Fox 3.
 - 2.6.2.2. **(Added-DYESSAFB)** Top 3s that do not have a current SOF certification must complete an OG/CC signed certification checklist before conducting Fox 3.
 - 2.6.3. **(Added-DYESSAFB)** Fox 3 Currency/Recurrency.
 - 2.6.3.1. **(Added-DYESSAFB)** Fox 3s will maintain a SOF currency.
 - 2.6.3.1.1. **(Added-DYESSAFB)** To regain FOX 3 currency, as a minimum accomplish a 1 hour supervised Fox 3 tour with a current and certified Fox 3.

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).

3.1.1. **(Added-DYESSAFB)** If no B-1s are airborne, the SOF may depart after the last B-1 sortie of his/her shift has shut down as long as the following SOF's show time required for the next B-1 takeoff occurs at or after the end of his/her shift. Off going SOFs will coordinate this with the oncoming SOF.

Table 3.1. Minimum Flying Unit Supervision Requirements.

Type of Operation	SOF Location	Ops Sup Location
Daily Flying Operations	Duty Location	Available
On-Going Off-Station Sorties	Not Required	Available
Deployed Operations	As Required	As Required
Scrambles/Alert	Not Required	Not Required
Notes: 1. ANG: Ops Sup is required to be immediately available by telephone, pager, radio or intercom for all types of operations. (T-3) 2. ANG/AFR: At the discretion of the OG/CC or AOO, ANG/AFR may combine SOF and OPS SUP duties. 3. USAFE-AFAFRICA: Ops Sup for on-going off station sorties may be filled by an experienced aircrew member as defined in the unit supplement. 4. Reduced Flying: For reduced flying operations the OG/CC may determine if a SOF is needed.		

Table 3.1. (DYESSAFB) 7th Bomb Wing Minimum Flying Unit Supervision Requirements.

Types of Operations	SOF Location	Ops Sup/Top 3 Location
Daily Flying Ops	Duty Location (1,4,5)	Available (3)
Reduced Flying Ops	Duty Location (2,3,4,5)	
Off Station Sorties	N/R	Available (3)
<p>Note 1: Primary duty location will be in the tower, secondary location is the respective squadron ops/duty desk.</p> <p>Note 2: Fox 3 may be used during Reduced flying ops defined as 2 or less scheduled B-1 flights. If single aircraft from two squadrons are scheduled, the squadron with the priority line will assume Fox 3 duties for both aircraft. The duty desk is the primary duty location for Fox 3. If reduced flying operations is not exercised, ops supervision requirements revert back to 'Daily Flying Ops'.</p> <p>Note 3: Ops Sup/Top 3's must be immediately available by telephone or LMR. Ops Sup/Top 3's will ensure that "SOF" frequency is monitored at all times while performing Ops Sup/Top 3 duties in the squadron. Ops Sup/Top 3 may adjourn to quarters outside of normal duty hours after all aircraft have launched, unless acting as Fox 3.</p> <p>Note 4: For B-1 aircraft departing from Dyess AFB and the local area, the SOF will be at the duty location until 30 minutes after the last aircraft departs. For aircraft returning to Dyess AFB, the SOF will be back at the duty location from one hour prior to aircraft estimated arrival until engine shutdown of the last arriving aircraft.</p> <p>Note 5: Units will ensure a Duty IP is scheduled if neither the SOF nor Ops Sup/Top 3 is an IP. During Reduced Flying Ops a Duty IP will be scheduled if the Fox 3 is not an IP.</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-DYESSAFB)** A Fox 3 may be scheduled and used in place of a dedicated SOF in the tower when Reduced Flying Ops are scheduled. OG/CC discretion for SOF requirements apply if flights are added to the schedule after the weekly schedule is approved (including OCF/FCF). See [Table 3.1.](#), Note 2 below for more information.

3.2.1.1. **(Added-DYESSAFB)** For days that Fox-3 duties will transition between squadrons, the squadron with the first takeoff will be Fox-3 until all of their sortie's land, at which point they will transition to the next squadron. Squadron Top-3s can coordinate to alter this guidance during execution based on priorities, if desired, and both parties agree. Ensure handover is completed IAW the SOF QRC checklist.

3.2.1.2. **(Added-DYESSAFB)** For days when a SOF is required, but then will transition to a Fox-3: SOF will be on shift for the first line of the day and remain on duty until Fox-3 conditions are met for Reduced Flying Operations. SOF should coordinate with the Top-3 assuming Fox-3 duties to establish a time and handover for SOF duties. Ensure handover is completed IAW the SOF QRC checklist.

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

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

3.4.1. **(Added-DYESSAFB)** 7th Bomb Wing Minimum Flying Unit Supervision Requirements.

3.5. (Added-DYESSAFB) A SOF is not required for departures and arrivals of B-1s assigned to units not stationed at Dyess AFB.

Chapter 4

HANDLING OF IN-FLIGHT EMERGENCIES/SAFE RECOVERY

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

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

4.1.1.1. **(Added-DYESSAFB)** The SOF should maintain two-way communication with all airborne In-Flight Emergency (IFE) aircraft on the 7 BW SOF frequency to the maximum extent possible.

4.1.1.2. **(Added-DYESSAFB)** Aircrew will maintain contact with Air Traffic Control (ATC) throughout the duration of the emergency. ATC will advise the emergency aircraft that “Crash Fire Rescue” is monitoring 339.7 and to maintain radio contact with ATC.

4.1.1.3. **(Added-DYESSAFB)** SOF will normally monitor the Dedicated Emergency Frequency (DEF) and SOF frequencies when IFE aircraft are using the DEF.

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-DYESSAFB)** When a SOF or Fox 3 is not on duty, Dyess Command Post provides assistance to inbound emergency aircraft and ensures proper agencies respond.

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.

4.1.5.1. **(Added-DYESSAFB)** The fire chief will advise ATC once monitoring the DEF. Aircrew will communicate with the fire chief on the DEF as necessary, but once the IFE is terminated, will switch back to SOF frequency until shutdown.

4.1.5.2. **(Added-DYESSAFB)** When the aircraft emergency terminates, SOF will coordinate with Airfield Management (AM) Ops and the tower shift supervisor to resume runway operations as quickly as possible. To facilitate runway re-opening, the SOF may waive the airfield check depending on the nature of the 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.

4.1.6.1. **(Added-DYESSAFB)** During IFEs, the SOF will coordinate intended courses of action with Charlie as time permits. When time does not permit, the SOF will take immediate action to prevent any situation that may endanger the crew or aircraft.

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

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

4.2.1. **(Added-DYESSAFB)** SOF may initiate CONFERENCE HOTEL procedures or delegate the task to the squadron Ops Sup/Top 3 as conditions require. Individuals initiating CONFERENCE HOTEL procedures may utilize the SOF QRC as a guide. See [paragraph 6.2.1](#) below for more guidance.

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.

5.1.1.1. **(Added-DYESSAFB)** The SOF may instruct the tower shift supervisor to direct transient aircraft to either depart the Dyess pattern, or full stop to prevent loss of training to locally assigned aircraft and reduce mishap potential.

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-DYESSAFB)** Crew rest requirements pertain to Fox 3 duty.

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

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

5.2.3.1. **(Added-DYESSAFB)** The SOF will plan to be in the primary duty location one hour prior to the first scheduled B-1 takeoff under normal weather conditions.

5.2.3.2. **(Added-DYESSAFB)** When the 7 OSS/A3W forecasts weather requiring an alternate IAW AFI 11-202V3_AFGSCSUP_I, General Flight Rules, or if the overnight forecast includes temperatures below 35 degrees F and precipitation, the SOF will be in the primary duty location 1.5 hours prior to the first scheduled B-1 takeoff.

5.2.4. **(Added-DYESSAFB)** The SOF will remain on duty until the last aircraft is shut down.

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-DYESSAFB)** Non-Combat Mission Ready (N-CMR)/non-Basic Mission Capable (N-BMC) aircrew members are approved by the 7 OG/CC to perform SOF duties.

5.4.1.2. **(Added-DYESSAFB)** Single-ship Mission Leads (SMLs), ACs, or instructors may be nominated to perform SOF duties.

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

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

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

5.4.4.1. **(Added-DYESSAFB)** If certification is lost, the individual will be removed from the squadron "Letter of Xs" until they re-accomplish a tailored SOF upgrade program IAW AFI 11-418.

5.4.4.2. **(Added-DYESSAFB)** SOFs who are deployed for 179 days or more may retain certification by performing SOF duties while deployed, however, they will be considered non-current for Dyess SOF duties.

5.4.4.3. **(Added-DYESSAFB)** SOFs who do not perform SOF duties for 12 months will lose their SOF certification and be removed from squadron Letter of Xs (LOX).

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

5.4.5.1. **(Added-DYESSAFB)** Experienced SOFs are certified to upgrade other aircrew members to SOF. For the purposes of this instruction, "Experienced SOF" is synonymous with "Instructor SOF" (ISOF).

5.4.5.1.1. **(Added-DYESSAFB)** SQ/CCs may nominate a SOF for certification as an ISOF under the following guidelines, IP/IWSOs that have been qualified as SOF for 6 months or experienced AC/WSOs that have been qualified as SOF for 1 year. The 7 OG/CC will certify ISOFs by signing the ISOF Designation Memo. The completed memo will be filed in the aircrew grade book and ISOF certification will be annotated on the unit's Letter of X.

5.5. Certification Program:

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

5.5.1.1. **(Added-DYESSAFB)** SOF nominees will accomplish the 7 BW Supervisor of Flying Upgrade Training Checklist (managed by the SOF Program Manager, see [Attachment 4](#) as a guide). [Attachment 4](#) ensures SOF meet all upgrade requirements IAW AFI-11-418. This document will be kept in the individual’s training folder and is approval for SOF duties. Squadron training offices will update the LOX with SOF status once they receive the completed checklist.

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)**

5.5.2.1. **(Added-DYESSAFB)** SQ/CCs designate SOF upgrade nominees. Each flying squadron's standardization and evaluation office (DOV) completes the initial paperwork that enters an individual into the SOF Upgrade Program. The 7 OG/CC will approve and certify in writing those individuals authorized to perform SOF duties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.5.5.8. **(Added-DYESSAFB)** Obtain an AF Form 1199, Restricted Area Badge.

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.

5.5.6.1. **(Added-DYESSAFB)** The OG/CC has waived the requirement for two supervised tours for previously certified Dyess AFB SOFs. Previously certified Dyess AFB SOFs are still required to perform at least one supervised SOF tour with an ISOF.

5.6. Currency/Recurrency.

5.6.1. SOF currency is 90 days.

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

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

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

5.6.4. **(Added-DYESSAFB)** Squadron scheduling shops will ensure SOFs are certified and current prior to scheduling them for SOF duty.

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-DYESSAFB)** 7OG/OGV administers and ensures compliance with the AFI 11-418 and the 7 BW SOF program. Each flying squadron's DOV and/or training office (DOT) will track upgrading SOFs and Ops Sup/Top 3s and will ensure completed upgrade paperwork is maintained in individual training folders in order to satisfy the requirements of AFI 11-418.

5.8.1.2. **(Added-DYESSAFB)** Any operations supervision equipment or program shortfalls should be forwarded to the appropriate squadron DOV office. DOV offices will fix these shortfalls or forward them to squadron leadership or 7 OG/OGV as necessary.

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)**

5.8.2.4.1. **(Added-DYESSAFB)** SOFs are responsible to step with ARMS to ensure they are ready for their SOF shift the day prior. This includes confirming SOF currency, DNIF status, FCIF and SOF RF status, and inclusion on LOX for SOF.

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)**

5.8.2.8.1. **(Added-DYESSAFB)** 7OG/OGV develops and maintains the SOF read file, SOF normal and emergency checklists, and SOF publications.

5.8.2.8.2. **(Added-DYESSAFB)** The oncoming SOF will verify prior to the start of their shift that their EFB has current publications and is charged to at least 50%.

5.8.2.8.2.1. **(Added-DYESSAFB)** If the SOF's EFB is below 50%, they will verify possession of a functioning charging cable at the duty location.

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

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

5.8.2.11. Develop and administer a schedule for monthly validation of all CONFERENCE HOTEL contact information for all base or unit (as required) assigned aircraft. **(T-3)**
Exception: Not applicable for AFSOC, and MAF units within ANG, AFRC, ACC, AMC, USAFE-AFAFRICA and PACAF.

5.8.2.11.1. **(Added-DYESSAFB)** 7OG/OGV will coordinate a SOF schedule on the fourth Tuesday of the preceding month.

5.8.2.11.2. **(Added-DYESSAFB)** SQ/DOSs will assign members in PEX to fill allocated monthly SOF tours.

5.8.2.12. Document Monthly CONFERENCE HOTEL validation in the Standardization and Evaluation Board (SEB) minutes to include mission design series (MDS), date/time of validation, and contact information validated. **Exception:** Not applicable for AFSOC, and MAF units within ANG, AFRC, ACC, AMC, USAFE-AFAFRICA and PACAF.

Chapter 6

CONFERENCE HOTEL

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

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

6.2.1. **(Added-DYESSAFB)** The contact information for B-1 CONFERENCE HOTEL is as follows: During normal duty hours, contact Mr. Delton Chorn at Boeing Fleet Analysis and Reporting (800) 596-2951 or (325) 232-2598. Outside of normal duty hours, contact Boeing Reliability and Maintainability Center at (800) 596-2951-9999.

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

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

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

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

6.4.3. Type aircraft.

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

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

6.6. Reporting. Units that experience problems with CONFERENCE HOTEL procedures will report problems through Stan/Eval channels to their MAJCOM Stan/Eval function. **(T-2)** The MAJCOM Stan/Eval function will ensure the Lead MAJCOM is informed so that CONFERENCE HOTEL information can be updated. **(T-2)** The CONFERENCE HOTEL information is located on SharePoint® at: <https://usaf.dps.mil/sites/ACC-A3/A3T/A3TV/CONFERENCE%20HOTEL%20Procedure/Forms/AllItems.aspx?viewpath=%2Fsites%2FACC%2DA3%2FA3T%2FA3TV%2FCONFERENCE%20HOTEL%20Procedure%2FForms%2FAllItems%2Easpx%2E>.

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

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

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

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

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

6.10. Training Requirements:

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

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

6.10.3. Local Installations:

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

6.10.3.2. Cross-country flights

6.10.3.3. CORONET movements

6.10.3.4. Deployed operations

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

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

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

Chapter 7

UNIT SUPPLEMENTATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.2.3. 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-DYESSAFB)** The SOF Program Manager maintains the SOF QRC on the 7 OG/OGV SharePoint and SOF Read Files in PEX. 7 OG/OGV will coordinate with squadron DOVs to update stand-alone computers with the SOF QRC and SOF Read Files for EFB syncing.

7.2.5. **(Added-DYESSAFB)** Deployed 7BW units will coordinate with host wing for conducting SOF operations. If no SOF program is established at deployed location, units may use a Fox 3.

7.2.6. **(Added-DYESSAFB)** Contact numbers:

7.2.6.1. **(Added-DYESSAFB)** 9BS: 325-261-2210 (Cell) // 696-7453 (Step desk).

7.2.6.2. **(Added-DYESSAFB)** 28BS: 325-428-7697 (Cell) // 696-2828 (Step desk).

7.2.6.3. **(Added-DYESSAFB)** 77WPS: 696-8000 (Step desk).

7.2.6.4. **(Added-DYESSAFB)** 337TES: 325-271-1411 (Cell) // 696-8000 (Step desk).

7.2.7. **(Added-DYESSAFB)** The 7OG/CC will approve flight cancellations for flights during 489 Bomb Group (BG) Unit Training Assemblies (UTAs).

Chapter 8

PROVISIONS

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

8.1.1. **(Added-DYESSAFB)** All SOF procedures during 489 BG UTAs will be executed in accordance with 7 OG guidance and normal procedures outlined in this supplement.

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

(DYESSAFB)

SETH W. SPANIER, Colonel, USAF
Commander, 7th Bomb Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-DYESSAFB) AFI 11-418, *Operations Supervision*,
 (Added-DYESSAFB) AFI 33-322, *Records Management and Information Governance Program*,
 (Added-DYESSAFB) AFMAN 11-202V3, *Flight Operations*,
 AFMAN 11-202V3, *Flight Operations*, 10 January 2022
 (Added-DYESSAFB) AFMAN 11-2B-1V3, *B-1 Operating Procedures*,
 AFPD 11-2, *Aircrew Operations*, 31 January 2019
 AFMAN 11-202V3, *Flight Operations*, 10 June 2020
 AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
 AFI 36-2608, *Military Personnel Records System*, 16 April 2021
 AFI 90-802, *Risk Management*, 1 April 2019
 DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

Adopted Forms

(Added-DYESSAFB) **AF Form 1199**, *Air Force Entry Control Card*
 (Added-DYESSAFB) **AF Form 1522**, *ARMS Additional Training Accomplishment Report*
 (Added-DYESSAFB) **AF Form 2407**, *Weekly/Daily Flying Schedule Coordination*
 AF Form 4348, *USAF Aircrew Certifications*
 AF Form 847, *Recommendation for Change of Publication*
 DoD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

Abbreviations and Acronyms

ACC—Air Combat Command
AETC—Air Education Training Command
AF—Air Force
AFGSC—Air Force Global Strike Command
AFI—Air Force Instruction
AFLCMC—Air Force Life Cycle Management Center
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFR—Air Force Reserve

(Added-DYESSAFB) **AFRIMS**—Air Force Records Information Management System

AFSOC—Air Force Special Operations Command

AMC—Air Mobility Command

ANG—Air National Guard

AOO—Air operations officer

ARMS—Air Force Resource Management System

ATC—Air Traffic Control

(Added-DYESSAFB) **BASH**—Bird Aircraft Strike Hazard

(Added-DYESSAFB) **BG**—Bomb Group

BMC—Basic Mission Capable

(Added-DYESSAFB) **BS**—Bomb Squadron

(Added-DYESSAFB) **BW**—Bomb Wing

CAF—Combat Air Forces

(Added-DYESSAFB) **CFR**—Crash Fire Rescue

CMR—Combat Mission Ready

CT—Continuation Training

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

DAF—Department of the Air Force

DAFMAN—Department of the Air Force Manual

(Added-DYESSAFB) **DEF**—Dedicated Emergency Frequency

DNIF—Duty Not Involving Flying

DoD—Department of Defense

(Added-DYESSAFB) **DOT**—Squadron Training Office

(Added-DYESSAFB) **DOV**—Squadron Standardization and Evaluation Office

EFB—Electronic Flight Bag

(Added-DYESSAFB) **EOR**—End of Runway

(Added-DYESSAFB) **FCF**—Functional Check Flight

(Added-DYESSAFB) **FCIF**—Flight Crew Information File

FM—Frequency Modulation

(Added-DYESSAFB) **FOD**—Foreign Object Damage

HF—High frequency

IAW—In Accordance With

IFE—In-Flight Emergency

(Added-DYESSAFB) IFE—In Flight Emergency

(Added-DYESSAFB) IP—Instructor Pilot

(Added-DYESSAFB) ISOF—Instructor Supervisor of Flying

(Added-DYESSAFB) LOX—Letter of Xs

MAF—Mobility Air Forces

MDS—Mission Design Series

(Added-DYESSAFB) MEF—Mission Execution Forecast

(Added-DYESSAFB) MOU—Memorandum of Understanding

(Added-DYESSAFB) N-BMC—Non-Basic Mission Capable

(Added-DYESSAFB) N-CMR—Non-Combat Mission Ready

(Added-DYESSAFB) OG—Operations Group

OG/CC—Operations Group Commander

(Added-DYESSAFB) OGV—Operations Group Standardization and Evaluation

OPR—Office of Primary Responsibility

Ops—Operations

Ops Sup—Operations supervisor

(Added-DYESSAFB) OSS—Operational Support Squadron

PACAF—Pacific Air Forces

(Added-DYESSAFB) PEX—Patriot Excalibur

(Added-DYESSAFB) QRC—Quick Reaction Checklist

(Added-DYESSAFB) RDS—Records Disposition Schedule

RPA—Remotely Piloted Aircraft

SATCOM—Satellite Communications

SEB—Standardization and Evaluation Board

SFA—Single Frequency Approach

(Added-DYESSAFB) SML—Single-ship Mission Lead

SOF—Supervisor of Flying

SQ/CC—Squadron Commander

Stan/Eval—Standardization/Evaluation

(Added-DYESSAFB) TDY—Temporary Duty

(Added-DYESSAFB) TO—Technical Order

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

(Added-DYESSAFB) UTA—Unit Training Assembly

VHF—Very high frequency

WG—Wing

Office Symbols

ACC/A3TV—Air Combat Command Standardization and Evaluations Branch

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

AF/A3T—Air Force Director of Training and Readiness

Terms

(Added-DYESSAFB) Aircrew Contamination Control Area (ACCA) —A self-sustaining aircrew only decontamination control area that minimizes cross contamination to aircrew and is staffed by certified AFE personnel.

(Added-DYESSAFB) CONFERENCE HOTEL—A procedure to make aircraft specialists accessible to operations supervisors and aircrew when in-flight situations pose systems-related questions that cannot be answered at the local level.

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

(Added-DYESSAFB) Duty IP—Duty IP serves as a systems expert for the SOF when required.

(Added-DYESSAFB) FOX 3—Term used to describe combined Ops Sup/Top 3 and SOF duties.

(Added-DYESSAFB) FOXTROT—Callsign for Dyess SOF. FOXTROT will be used even when a FOX-3 is being utilized.

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.

(Added-DYESSAFB) Quick Reaction Checklist (QRC) —The SOF QRC is an OGV created checklist designed to help SOFs with day-to-day operations. The latest version of the QRC is available on the OGV SharePoint and is released to the SOFs by SOF read files in PEX.

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.

(Added-DYESSAFB) Reduced Flying Operations—As defined in AFI11-418.

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

(Added-DYESSAFB) Unit Training Assemblies (UTAs)—An authorized and scheduled period of unit inactive duty training of a prescribed length of time.

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 (Added-DYESSAFB)

7BW SOF UPGRADE TRAINING CHECKLIST

A4.1. (Added-DYESSAFB) The 7BW SOF Upgrade program is managed by 7 OG/OGV. This is a guide only. Contact 7 OG/OGV for the most recent version of this checklist.

Figure A4.1. (Added-DYESSAFB) 7BW SOF Upgrade Training Checklist.



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 7TH OPERATIONS GROUP (AFGSC)
 DYESS AIR FORCE BASE TEXAS

DD MMM YY

MEMORANDUM FOR 7 OG/CC

FROM: 7 BW SOF Program Manager

SUBJECT: Supervisor of Flying (SOF) Upgrade Checklist

7BW SUPERVISOR OF FLYING UPGRADE TRAINING CHECKLIST

1. (Rank and Full Name of SOF trainee) entered the SOF training program on DD MMM YY.
2. Prior to performing SOF duties unsupervised, nominees must complete the following requirements in accordance with AFI 11-418_DYESSAFBSUP and return this checklist to the SOF program manager. Upgradees and 7 BW SOF program manager shall notify their respective training flight of SOF upgrade completion for inclusion on the letter of ~~X~~.
3. Per AFI 11-418, the OG/CC may waive the upgrade requirements below for previously certified SOFs. At a minimum, the upgrade student will perform at least one supervised SOF tour with an experienced SOF with emphasis on local procedures.

<u>REQUIREMENTS</u>	<u>DATE</u>	<u>INITIALS</u>
AF Form 1199 Restricted Area Badge	_____	_____
SOF Publications and Directives (Self-study) AFI 11-418 & DYESSAFBSUP AFI 11-2B-1V3 & Dyess Addendum A Dyess OPLAN 91-212 BASH DYESSAFBI 11-250 7 BW EP Guide SOF Quick Reaction Checklist	_____	_____
SOF Class and Test (OGV Administered)	_____	_____
Creation of Form 4324 by DOV or DOT	_____	_____
Updated by DOV or OGV SOF E-mail Distro List & PEX SOF Privileges	_____	_____
SOF Read File Review	_____	_____
Base Ops and Weather Facilities Tour	_____	_____
Experienced SOF Supervised Tour #1 (2 hrs / N/A for previous Dyess SOFs)	_____	_____

	<u>DATE</u>	<u>INITIALS</u>
SOF Radio and Equipment Operation	_____	_____
SOF Vehicle Operation	_____	_____

DEATH FROM ABOVE

Airfield Tour / Procedures	_____	_____
SOF Publications and Directives Review	_____	_____
Support agency operation and contact procedures	_____	_____
Command Post Operations		
Approach/Departure Control		
Crash/Fire/Rescue		
Tower Operations (Chief Controller)		
EOD		

Experienced SOF Supervised Tour #2 (2 hrs / Candidate acts as primary SOF) (Sign 1522)

SOF Radio and Equipment Operation	_____	_____
SOF Vehicle Operation	_____	_____
Airfield Tour / Procedures	_____	_____
SOF Publications and Directives Review	_____	_____
IFE Handled:	Sim / Actual	
Support agency operation and contact procedures	_____	_____
Conference Hotel Procedures		
Command Post Operations		
Approach Control		
Crash/Fire/Rescue		
Tower		
EOD		

7 OG/CC Training Record Review / Interview	_____	_____
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3. This individual completed all required training to perform 7 BW/SOF duties.

KYLE D. JONES, Maj, USAF
7 BW SOF Program Manager

1st Ind, 7 OG/CC

MEMORANDUM FOR 7 BW SOF Program Manager

Approved

JOHN C. MCCLUNG, Col, USAF
Commander, 7th Operations Group

DEATH FROM ABOVE

Attachment 5 (Added-DYESSAFB)

OPS SUP/TOP 3 RECOMMENDED TRAINING CHECKLIST

A5.1. (Added-DYESSAFB) The Ops Sup/Top 3 Training program is a SQ/CC program managed by the squadron. This is a guide only. Contact 7 OG/OGV for the most recent version of this checklist.

Figure A5.1. (Added-DYESSAFB) OPS SUP/TOP 3 Recommended Training Checklist.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 7TH OPERATIONS GROUP (AFGSC)
DYESS AIR FORCE BASE TEXAS

DD Mmm YY

MEMORANDUM FOR RECORD

FROM: XX BS/CC

SUBJECT: Operations Supervisor (Top 3) Upgrade Checklist

- (Rank Name) began Operations Supervisor upgrade training on DD Mmm 14.
- Upgrading Top 3s will accomplish the following events. Upon completion, return a copy to the XX BS/DOV and DOT office. Direct all questions to XX BS/DOV.

REQUIREMENT	DATE	INITIALS
Readings		
AFI 11-418 – Ops Supervision	_____	_____
AFI 11-418_DYESSAFBSUP - Ops Supervision	_____	_____
AFI 11-401 - Aviation Management	_____	_____
Meetings (Attend with current Ops Sup)		
Morning Maintenance Meeting	_____	_____
Wing Standup	_____	_____
Pre 21-165 / 21-165	_____/_____	_____/_____
Miscellaneous		
Additional Squadron Duties (As required)	_____	_____
Briefings		
BS/DO Operations Supervisor briefing	_____	_____
BS/CC Operations Supervisor briefing	_____	_____
Supervised Tour	_____	_____

- (Rank Name) completed all training required to perform Top 3 duties for the XX BS.

Commander

Deter...Assure...Strike!

Attachment 6 (Added-DYESSAFB)

FOX 3 TRAINING CHECKLIST

A6.1. (Added-DYESSAFB) The Fox 3 Training program is managed by 7 OG/OGV. This is a guide only. Contact 7 OG/OGV for the most recent version of this checklist.

Figure A6.1. (Added-DYESSAFB) FOX 3 Training Checklist.



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 7TH OPERATIONS GROUP (AFGSC)
 DYESS AIR FORCE BASE TEXAS

21 Oct 2021

MEMORANDUM FOR 7 OG/CC

FROM: 7 BW SOF Program Manager

SUBJECT: FOX-3 Upgrade Checklist

7BW SUPERVISOR OF FLYING UPGRADE TRAINING CHECKLIST

1. Lt Col _____ entered the FOX-3 training program on _____.
2. Prior to performing SOF duties unsupervised, nominees must complete the following requirements in accordance with AFI 11-418_DYESSAFBSUP and return this checklist to the SOF program manager. Upgrades and 7 BW SOF program manager shall notify their respective training flight of SOF upgrade completion for inclusion on the letter of Xa.
3. FOX-3 is for SQ/CC, SQ/DO, and senior aircrew. The intent is to enable greater use of the FOX-3 position during periods of reduced flying.
4. All training requirements in AFI 11-418 not listed below, are waived in accordance with AFI 11-418 para. 5.5.6. For previously certified SOFs, the OG/CC may waive the upgrade requirements, but at a minimum, the upgrade student will perform at least one supervised SOF tour with an experienced SOF with emphasis on local procedures.

REQUIREMENTS	DATE	INITIALS
SOF Publications and Directives (Self-study) AFI 11-418 & DYESSAFBSUP Dyess OPLAN 91-212 BASH DYESSAFBI 11-250 7 BW EP Guide SOF Quick Reaction Checklist	_____	_____
Updated by DOV or OGV SOF E-mail Distro List & PEX SOF Privileges	_____	_____
SOF Read File Review	_____	_____
Fox-3 Supervised Tour (Sign 1522) Supervised Fox-3	_____	_____
7 OG/CC Training Record Review / Interview	_____	_____

3. This individual completed all required training to perform 7 BW/SOF duties.

DEATH FROM ABOVE

TODD R. SAKSA, Lt Col, USAF
7 BW Chief of Stan/Eval

1st Ind, 7 OG/CC

MEMORANDUM FOR 7 BW SOF Program Manager

Approved

JOHN C. MCCLUNG, Col, USAF
Commander, 7th Operations Group

DEATH FROM ABOVE