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OF THE AIR FORCE**



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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/https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569691/f011-af-xo-a/>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air

Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through standardization/evaluation channels to the ACC Standardization Branch: 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.

(ELLSWORTHAFB) Air Force Instruction (AFI) 11-418, dated 22 December 2021, is supplemented as follows: This supplement incorporates 28th Bomb Wing (28 BW) and Ellsworth Air Force Base (EAFB) procedures for the supervision of flying operations. It applies to operations supervisors, aircrews, schedulers, and all personnel in the 28 BW who support or conduct flight operations. The waiver authority for this publication is the 28th Operations Group Commander (28 OG/CC). Waivers to this instruction will be routed through Stan/Eval channels to 28th Operations Group (28 OG) Standardization and Evaluation (OGV). Any approved waivers will be routed to the 28 BW/CC within 5 duty days. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), available by linking to the Air Force Portal (<https://www.my.af.mil/https://www.my.af.mil>). Send comments and suggested changes to this instruction on Air Force (AF) Form 847, *Recommendation for Change of Publication*, through channels, to 28 OG/OGV, 1956 Scott Drive, Ellsworth AFB, SD 57706-4710.

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.

(ELLSWORTHAFB) This supplement has been substantially revised and must be completely reviewed. Major changes include: (1) reformatted to adhere to current AFI 11-418 structure; (2) updated snow removal priorities and Supervisor of Flying (SOF) requirements during a snow event; (3) added exercise CONFERENCE HOTEL guidance; (4) updated SOF and instructor SOF certification guidance.

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Chapter 1

PROGRAM OVERVIEW

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

1.1.1. **(Added-ELLSWORTHAFB) Table 1.2** lists the 28 BW Call Signs

Table 1.2. (Added-ELLSWORTHAFB) 28BW Call Signs.

TITLE	CALL SIGN	TITLE	CALL SIGN
BW/CC	Raider 1	BW/DS	Saber
BW/CV	Raider 2	28 OSS/CC	Gryphon 1
BW/CCC	Raider Chief	28 OSS/DO	Gryphon 2
OG/CC	Raider 3	34 BS/CC	Thunder 1
OG/CD1	Raider 31	34 BS/DO	Thunder 2
OG/CD2	Raider 32	34 BS/TOP 3	Thunder Lead
OG/CD3	Raider 33	37 BS/CC	Tiger 1
MXG/CC	Raider 4	37 BS/DO	Tiger 2
MXG/CD	Raider 41	37 BS TOP 3	Tiger Lead
MSG/CC	Raider 5	SOF	FOXTROT
MSG/CD1	Raider 51	Airfield Management Operations (AM OPS)	AM Ops
MSG/CD2	Raider 52	Command Post	Rushmore Control/ Raymond 33
MDG/CC	Raider 6	Safety	Safety 2
MDG/CD	Raider 61		

1.1.2. **(Added-ELLSWORTHAFB)** The 28 BW call sign for the SOF is “FOXTROT.”

1.1.3. **(Added-ELLSWORTHAFB)** The OG/CC or designated authority responsible for the daily flying operations is “CHARLIE”. The Wing and Vice Wing Commander may also be referred to as “ALPHA” and “BRAVO” respectively.

1.1.4. **(Added-ELLSWORTHAFB)** In this supplement operations supervisors/Top 3s are referred to as “TOP 3s”. The combination of operation supervision and supervisor of flying duties, when approved by “CHARLIE”, is referred to as “FOX 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)**

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

2.2.3.3. **(Added-ELLSWORTHAFB)** 28 OG/OGV will ensure that the following additional equipment and items are available and operational:

2.2.3.3.1. **(Added-ELLSWORTHAFB)** Required directives, instructions, aircraft technical orders, checklists and in-flight guides are available in electronic form. The SOF has access to these via their personally-issued Electronic Flight Bag (EFB) (primary). The SOF can also access them via the SOF laptop in the tower cab on the OGV SharePoint or shared drive (secondary). Notify 28 OG/OGV for any discrepancies.

2.2.3.3.1.1. **(Added-ELLSWORTHAFB)** OneNote SOF Log (depicted in [Attachment 3](#)). 28 OGV will maintain an electronic copy of the log for a minimum of a year.

2.2.3.3.2. **(Added-ELLSWORTHAFB)** Mobile Phone (605) 430-5188

2.2.3.3.3. **(Added-ELLSWORTHAFB)** SOF vehicle:

2.2.3.3.3.1. **(Added-ELLSWORTHAFB)** Is provided to use as an alternate duty location, for the SOF and tower controllers, or aid in transit to another location. The vehicle's primary parked location is at the tower cab unless an alternate location is approved by the OG/CC. When utilizing the vehicle, SOFs will ensure that tower has their contact information in order to recall the vehicle if required.

2.2.3.3.3.2. **(Added-ELLSWORTHAFB)** Is not considered an emergency response vehicle and is not allowed to exceed flight line speed limits. All personnel driving on the flight line will comply with the speed limits IAW Ellsworth Air Force Base Instruction (EAFBI) 13-213, *Airfield Driving*.

2.2.3.3.3.3. **(Added-ELLSWORTHAFB)** Is for official business only and will be used only for SOF or tower controller duties. The SOF may go to on-base eating establishments in the SOF vehicle during a SOF tour.

2.2.3.3.3.4. **(Added-ELLSWORTHAFB)** Will have appropriate emergency response lighting.

2.2.3.3.3.5. **(Added-ELLSWORTHAFB)** Will have appropriate radios to allow entry to Controlled Movement Area (CMA) and communicate on SOF frequency.

2.2.3.3.3.6. **(Added-ELLSWORTHAFB)** Will be all- or four-wheel drive for inclement weather and non-diesel.

2.2.3.3.3.7. **(Added-ELLSWORTHAFB)** Will have adequate storage for aircraft chocks and the mobile SOF kit.

2.2.3.3.4. **(Added-ELLSWORTHAFB)** Will have a mobile SOF kit (See [Table 2.1](#) (Added) Mobile SOF Information Kit). All items, except for the binoculars, will be maintained electronically and accessible via issued EFB or Laptop.

Table 2.1. (Added-ELLSWORTHAFB) Mobile SOF Information Kit.

SOF Quick Reaction Checklist*
Current Instrument Flight Rules (IFR) Enroute Supplement and Terminal Instrument Approach Procedures, Vol-7*
28th Bomb Wing SOF Emergency Procedures (EP) Guide*
28th Bomb Wing In-Flight Guide *
SOF Binoculars
* Available electronically via EFB or Laptop.

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)**

2.2.8.1. **(Added-ELLSWORTHAFB)** The primary and alternate SOF duty locations are per **Table 3.1**.

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

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

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

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

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

2.2.14. **(Added-ELLSWORTHAFB)** Will determine the appropriate response of 28 BW assets when transient aircraft arrive or depart outside the local flying window and request SOF support.

2.2.14.1. **(Added-ELLSWORTHAFB)** Unless specifically requested, the 10th Flight Test Squadron (10 FLTS) crews (Tinker AFB) do not require a SOF.

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)**

2.3.2.1. **(Added-ELLSWORTHAFB) Weekly SOF / Top 3 / Duty Instructor Pilot (IP) Schedule.** Unit supervisors and schedulers are responsible for scheduling and annotating unit flying supervision. The most up-to-date weekly schedule is available online, via electronic Patriot Excalibur (ePEX), no later than (NLT) close of business the Friday before the week starts. Schedulers will ensure individuals are current and qualified prior to scheduling them for SOF duties. If ePEX is down, schedulers will post the most current schedule by alternate means.

2.3.2.2. **(Added-ELLSWORTHAFB)** SOF duties will be primarily equally divided between the 34th Bomb Squadron (34 BS) and 37th Bomb Squadron (37 BS). The 28th Operations Support Squadron (28 OSS) will support as able. Squadron schedulers will coordinate the weekly allocation of SOFs and annotate on the flying schedule. Any issues will be highlighted during the weekly pre-21-165 meeting and resolved via squadron leadership.

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

2.3.3.1. **(Added-ELLSWORTHAFB) Squadron schedulers and Aircrew Resource Managers (SARM) will ensure:**

2.3.3.2. **(Added-ELLSWORTHAFB)** The SOF and Top 3/Operations Supervisor is on the Squadron Letter of Xs (LoX).

2.3.3.3. **(Added-ELLSWORTHAFB)** The SOF is current IAW AFI 11-418 paragraph 5.6.1 (currency is 90 days). Currency does not need to exist if this is the first SOF tour after completing SOF upgrade training.

2.3.3.3.1. **(Added-ELLSWORTHAFB)** The SOF is current on all Flight Crew Information Files (FCIFs).

2.3.3.3.2. **(Added-ELLSWORTHAFB)** The SOF is not on duties not involving flying (DNIF) status, unless specifically cleared to perform SOF duties on their Medical Recommendation for Flying or Special Operational Duty (Department of Defense (DD) Form 2992, *Medical Recommendation for Flying or Special Operational Duty*).

2.3.3.3.3. **(Added-ELLSWORTHAFB)** If the PM SOF is non-current, ensure that the morning (AM) SOF has sufficient duty day remaining to conduct a 1 hour overlap to regain the PM SOF's currency.

2.3.3.3.4. **(Added-ELLSWORTHAFB)** If neither the SOF nor Top 3 from the squadron are IPs, a Duty IP will be scheduled. With coordination, the alternate squadron Top 3 may serve as the Duty IP. The Duty IP will be available for technical assistance and will leave contact/cell phone info with the Top 3 and SOF if unavailable at the squadron. Duty IPs will have access to applicable Technical Orders. If required, the Duty IP will go to the tower or step desk to facilitate assistance to the SOF/aircrew.

2.3.3.3.5. **(Added-ELLSWORTHAFB)** The Daily SOF shift changeover, if required, is annotated on the flying schedule. Different changeover times may be coordinated if crew rest and duty day requirements are met. Changeover times will be de-conflicted from scheduled takeoffs and landings to prevent distractions in the event of an emergency.

2.3.3.3.6. **(Added-ELLSWORTHAFB)** A SOF is scheduled to the max extent possible when a snow event is in the forecast. Utilize a weekly forecast from weather to determine the requirement. When an un-forecasted snow event occurs and a SOF is not currently scheduled, the squadron with the first line of the day should attempt to schedule a dedicated SOF.

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)**

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

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

2.4.2.5. Monitor the status of primary and emergency airfields/heliport and inform aircrews of changes that may affect flight operations. **(T-2)**

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

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

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

2.4.2.8.1. **(Added-ELLSWORTHAFB)** Use the electronic OneNote SOF Log (depicted in **Attachment 3**) to track major events during flying operations and to document any unusual situations, in-flight emergencies (IFE), divers, or intervention. The SOF Log can be accessed by mapping the "SOF" folder from the 28 OG shared drive.

2.4.2.8.1.1. **(Added-ELLSWORTHAFB)** Annotate CHARLIE and applicable Top 3's on the log.

2.4.2.8.1.2. **(Added-ELLSWORTHAFB)** Annotate the primary and secondary divert on the log.

2.4.2.8.1.3. **(Added-ELLSWORTHAFB)** Annotate sortie effectiveness for each sortie on the log.

2.4.2.8.1.3.1. **(Added-ELLSWORTHAFB)** Use the following guidance to determine sortie effectiveness:

2.4.2.8.1.3.2. **(Added-ELLSWORTHAFB)** A sortie should be considered Ready Aircrew Program (RAP) effective if a tactical profile was accomplished in accordance with the current RAP Tasking Message (RTM). RAP effective sorties will be logged as Yes/No for the crew.

2.4.2.8.1.3.3. **(Added-ELLSWORTHAFB)** An effective training sortie is defined as having completed planned upgrade training or evaluations dictated by the 11-2B-1V1/2, 11-202V1/2 or approved syllabus. This also includes accomplishing a currency item as outlined in the AFMAN 11-2B-1V1, *B-1 Aircrew Training*, and current RTM or lucrative training opportunities such as actual weapon release or package integration. (Examples: upgrade flights, mission qualification training, night air refueling, actual weapon release, etc.). Sortie effectiveness will be annotated Yes/No per crew member on the SOF log.

2.4.2.8.1.3.4. **(Added-ELLSWORTHAFB)** See the current SOF read file for further guidance and examples.

2.4.2.8.2. **(Added-ELLSWORTHAFB)** Use a paper SOF log, located in the SOF binder in the tower cab, if the electronic version is not accessible. Provide the paper copy to the 28 OG/OGV or update electronic version when able NLT the day after the SOF shift. Coordinate with CHARLIE with any further requirements.

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-ELLSWORTHAFB)** Ensure they are current, qualified, medically cleared as well as have all SOF read files and assigned FCIFs signed off prior to performing SOF duties.

2.4.2.10.1. **(Added-ELLSWORTHAFB)** Immediately notify the squadron schedulers if they are unable to perform scheduled shifts.

2.4.2.11. **(Added-ELLSWORTHAFB)** Ensure their EFB is updated with the most current FCIF Library prior to their shift.

2.4.2.12. **(Added-ELLSWORTHAFB)** Step in person or via phone with a Top 3 and SARM to verify SOF currency before assuming SOF duties.

- 2.4.2.12.1. **(Added-ELLSWORTHAFB)** AM SOF will step concurrently with the first crew step brief of the day.
- 2.4.2.12.2. **(Added-ELLSWORTHAFB)** The Afternoon/Evening (PM) SOF will step prior to beginning their tour. This may be accomplished in person or over the phone with either the 34 BS or 37 BS operations desk.
- 2.4.2.12.3. **(Added-ELLSWORTHAFB)** If accomplished over the phone, the oncoming SOF will sign any FCIF and/or regain currency IAW [paragraph 5.6.3.1](#) of this supplement, prior to the outgoing SOF leaving the tower.
- 2.4.2.13. **(Added-ELLSWORTHAFB)** The SOF should be in the tower prior to engine start. Deviations are acceptable in order to attend the first step briefs for both ops squadrons or if the tower is not occupied due to airfield operating hours. SOFs will gain approval from CHARLIE for additional deviations.
- 2.4.2.14. **(Added-ELLSWORTHAFB)** 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. Departing SOFs will coordinate this with the oncoming SOF.
- 2.4.2.15. **(Added-ELLSWORTHAFB)** Obtain SOF cell phone IAW the SOF Quick Reaction Checklist (QRC). Handoff of SOF duties and equipment normally occurs at the primary duty location.
- 2.4.2.16. **(Added-ELLSWORTHAFB)** If not received during the step brief, obtain a weather briefing. The weather briefing should cover any mission impacts for the next 12 hours. The SOF should maintain access (paper or electronic) to the most current mission execution forecasts.
- 2.4.2.17. **(Added-ELLSWORTHAFB)** If not covered in the step brief, obtain an airfield status briefing. In addition to any other relevant concerns, the SOF should confirm chock/fire bottle status in the hammerheads.
- 2.4.2.18. **(Added-ELLSWORTHAFB)** Complete all applicable items of the Opening, Closing, or Changeover checklists located in the QRC.
- 2.4.2.19. **(Added-ELLSWORTHAFB)** Contact Top 3 or Squadron Ops to discuss airfield issues, aircraft status, crew and/or tail swaps, and any possible deviations to the flying schedule; such as changes in times, fuel loads, weapons, and/or airspace.
- 2.4.2.20. **(Added-ELLSWORTHAFB)** During local flight operations, the SOF will coordinate with the 28 OSS Weather Flight (OSW) and review Notices to Airmen (NOTAMs) to determine primary and secondary divert/alternate airfields. The SOF will check divert/alternate airfield suitability within 1 hour of planned departure and arrival windows. If a primary divert/alternate becomes unsuitable, the SOF will notify crews and unit Top 3s of the new primary and secondary alternate/divert airfields.
- 2.4.2.21. **(Added-ELLSWORTHAFB)** In the event of runway closure precluding landing at Ellsworth AFB, notify airborne aircraft, and coordinate with the CHARLIE and Top 3 when conditions permit.

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

2.4.2.23. **(Added-ELLSWORTHAFB)** If not able to monitor emergency aircraft landing, the SOF will coordinate closely with the tower supervisor and assign an Aircraft Commander (AC) or another qualified SOF to monitor the final landing.

2.4.2.24. **(Added-ELLSWORTHAFB)** Inform aircrews of reported weather conditions affecting scheduled activity in applicable operating areas and air refueling routes.

2.4.2.25. **(Added-ELLSWORTHAFB)** Notify CHARLIE of any unusual or significant incident affecting any mission.

2.4.2.26. **(Added-ELLSWORTHAFB)** Delay departures or direct a go-round if an improper aircraft configuration is observed. The SOF will advise crews of any observed abnormal indications such as sparks, excessive smoke, fire, loose panels, etc. The SOF may use GUARD if time is critical. If safety and time permit, the SOF should coordinate with Tower Watch Supervisor to use the appropriate Approach, Tower, or Ground Controller to direct aircraft to hold position, go around, or low approach, as necessary for safe operations.

2.4.2.27. **(Added-ELLSWORTHAFB)** Ensure all local and transient aircraft are notified of runway closures as soon as possible. The SOF will determine the estimated duration of closure and advise crews to hold or divert, as necessary. If aircraft are beyond Ultra High Frequency (UHF) contact range, the SOF will attempt to relay information using applicable agencies (Federal Aviation Administration (FAA) Centers, Range Control Officers, etc.).

2.4.2.28. **(Added-ELLSWORTHAFB)** Monitor current runway surface conditions (RSC) and runway condition readings (RCR) for all usable airfield surfaces. Provide the conditions and readings to squadron ops desks for aircrew planning.

2.4.2.29. **(Added-ELLSWORTHAFB)** The closing SOF will ensure aircraft land prior to the scheduled airfield closing. 2.4.2.29.1. Aircraft will not overfly airfield closure unless previously coordinated and approved by the 28 OG/CC. SOFs will direct crews to return to base (RTB) and/or full stop to prevent Radar Approach Control/Tower personnel from exceeding their maximum duty day limit and to meet follow-on crew rest requirements. They will ensure the accuracy of the OneNote SOF log and email it out to the 28 OG/SOF Distro (as defined in the OneNote Log). They will remain on duty until the last aircraft is shut down. In the rare situation that the Tower will have to close prior to full engine shutdown the SOF will coordinate with Top 3 to ensure that the SOF UHF frequency is monitored.

2.4.2.30. **(Added-ELLSWORTHAFB)** Cold Weather Operations. During cold weather operations, the SOF will:

2.4.2.30.1. **(Added-ELLSWORTHAFB)** Coordinate with Base Ops to ensure all hot pit taxiways are clear of ice/snow/slush from the intended entry point through the intended exit point prior to any pitting aircraft landing.

- 2.4.2.30.2. **(Added-ELLSWORTHAFB)** If applicable, coordinate with Base Ops to ensure the hot pit lighting is turned on 1 hour prior to anticipated land times. This will ensure the lights have sufficient time to warm up and are able to provide sufficient lighting in the hot pits.
- 2.4.2.30.3. **(Added-ELLSWORTHAFB)** Coordinate with Maintenance Operations Center (MOC) to ensure that personnel are in place in the appropriate location to inspect inlets during Engine Running Crew Change (ERCC).
- 2.4.2.30.4. **(Added-ELLSWORTHAFB)** Coordinate with MOC to ensure that personnel are in place in the end of runway (EOR) for pre-takeoff inlet checks when in the induction icing zone as defined in Technical Order (T.O). 1B-1B-1, *Flight Manual, Change 7*.
- 2.4.2.30.5. **(Added-ELLSWORTHAFB)** For aircraft landing in the 3 minute zone as defined in the T.O. 1B-1B-1 coordinate with MOC to ensure personnel are in place in the EOR with tow equipment. After landing direct the aircrew to shut down and have maintenance tow the aircraft to final parking.
- 2.4.2.30.6. **(Added-ELLSWORTHAFB)** For aircraft landing in the 10 minute or 15 minute zone as defined in T.O. 1B-1B-1 coordinate with MOC to ensure maintenance personnel are not in the EOR since an inlet check is not required. Aircrew may taxi to final parking or the hot pits without an engine inlet check.
- 2.4.2.31. **(Added-ELLSWORTHAFB)** Snow Removal. Although all snow events are unique, in general, snow removal efforts should start at the aircraft parking locations and work outwards towards the active runway. This methodology will provide time for snow removal to move on to the taxiways and runways while the crew and maintenance perform preflight and de-icing operations. Although these priorities appear linear, the snow team will often have the capability to clear multiple areas simultaneously.
- 2.4.2.31.1. **(Added-ELLSWORTHAFB)** An email from 28 OSS/OSW forecasting snow and directing the establishment of snow removal priorities initiates a snow event. If snow is in the forecast the SOF will:
- 2.4.2.31.1.1. **(Added-ELLSWORTHAFB)** Attend production the day prior at 1500L in the 28 BW conference room, get back-briefed by the squadron representative at the meeting (generally the Top 3 or Director of Operations).
- 2.4.2.31.1.2. **(Added-ELLSWORTHAFB)** Determine the location of the SOF truck.
- 2.4.2.31.1.3. **(Added-ELLSWORTHAFB)** Prioritize snow removal efforts starting at the aircraft parking locations, proceed to the required taxiways, and finally to the runway.

2.4.2.31.1.4. **(Added-ELLSWORTHAFB)** Call in to the snow removal teleconference (SNOWCON) three hours prior to the first scheduled takeoff (605-385-5777, PIN: 28677). AM OPS provides the Snow Boss who will run the meeting. Participants will brief in the following order: Weather (forecast/current weather), Snow Boss (airfield priorities and current RSC/RCRs), Maintenance Production Supervisor (amplifying data tows/spots/de-ice plan), SOF/Top 3 (sortie details, changes, and priorities), and 28th Civil Engineering Squadron (28 CES) Snow Removal (overall removal plan and any limitations).

2.4.2.31.1.5. **(Added-ELLSWORTHAFB)** Conduct an airfield sweep as required. During the airfield sweep the SOF should assess the status of:

2.4.2.31.1.5.1. **(Added-ELLSWORTHAFB)** The Runway and Taxiways. SOFs should expect to see a snow removal path out to the wingtip clearance lines which are approximately 137' wide along the parking ramp and the taxiways. At a minimum, taxiways need to be cleared 75' wide for a B-1 to taxi.

2.4.2.31.1.5.2. **(Added-ELLSWORTHAFB)** Aircraft De-Icing. All ice, snow, frost, or other contamination adhering to the wings, control surfaces, engine inlets, or other critical surfaces of the aircraft should be removed. A thin coating of frost is permitted on the fuselage, provided the lettering or paint lines are visible. Additionally, all loose snow should be removed from the engine inlets during taxi operations.

2.4.2.31.1.5.3. **(Added-ELLSWORTHAFB)** The Snow Removal Plan. Be directive with Airfield Operations or Maintenance to correct any discrepancies or modify the removal plan to ensure flight operation safety or execution. If the SOF needs to direct snow removal assets to a different location on the airfield they will coordinate through AM OPS. The SOF will not contact snow removal contractors directly, except in an emergency.

2.4.2.31.1.6. **(Added-ELLSWORTHAFB)** Attend the first crew step brief of the day. After the step brief, the SOF should determine the optimal duty location prior to aircraft takeoff. If the optimal duty location is a location other than the tower, the SOF will gain approval from CHARLIE.

2.4.2.31.1.7. **(Added-ELLSWORTHAFB)** After arriving at the tower, the SOF will routinely update the OneNote SOF log with pertinent data (RCR, visibility, de-icing, etc.)

2.4.2.31.1.8. **(Added-ELLSWORTHAFB)** Prior to the first launch of the day, the SOF should confirm the status of the runway, taxiway and hot-pit (if applicable) to determine if additional snow removal is required. This may be accomplished from the tower via binoculars or in consultation with the airfield managers' observations.

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)**

2.5.1.3. 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)**

2.5.1.5.6. **(Added-ELLSWORTHAFB)** Bird Watch Condition (BWC). Reference the Aviation Hazard Advisory System at <http://www.usahas.com/www.usahas.com> or other applicable resources to assess BASH for takeoff and landing locations. Reference the EAFB BASH Plan for required actions for all BWCs.

2.5.1.5.7. **(Added-ELLSWORTHAFB)** Operational notes published by 28 OG/OGV or the SQ/CC.

2.5.1.5.8. **(Added-ELLSWORTHAFB)** Current FCIF Publication Library date and the latest applicable Flight Information Publications (FLIP) currency dates.

2.5.1.5.9. **(Added-ELLSWORTHAFB)** Jet status and green books.

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-ELLSWORTHAFB)** Use and update the Top 3 portion of the OneNote SOF Log (depicted in [Attachment 3](#)). The Top 3 section of the duty log will capture information relevant to the squadron's daily flying activities and will cover maintenance, weather, Logistics Readiness Squadron (LRS), or any other issues effecting flying operations. The Squadron Commander will determine what is relevant and necessary.
- 2.5.1.7. Debrief the SQ/CC and/or DO of any aircraft involved in an unusual situation, in-flight emergency, weather divert or other events as required by the supplement to this paragraph. **(T-2)**
- 2.5.1.8. **(Added-ELLSWORTHAFB)** Ensure Squadron scheduling has scheduled and annotated the SOF, Top 3, Duty IP (if required) and an alternate Top 3 during steps (if required) in Patriot Excalibur (PEX).
- 2.5.1.9. **(Added-ELLSWORTHAFB)** Attend, or send a representative to, the snow removal meeting after production and attend in person the morning snow meeting prior to step when accumulating precipitation (snow, sleet, flurries, etc.) is forecast.
- 2.5.1.10. **(Added-ELLSWORTHAFB)** Coordinate with the 28th Aircraft Maintenance Squadron (28 AMXS) for aircraft de-icing when required.
- 2.5.2. **(Added-ELLSWORTHAFB)** The Top 3 upgrade program is a SQ/CC program. Primary candidates for consideration are 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.
- 2.5.2.1. **(Added-ELLSWORTHAFB)** All Top 3 candidates will be SOF qualified prior to Top 3 qualification.
- 2.5.2.2. **(Added-ELLSWORTHAFB)** Top 3 candidates will use the Operations Supervision Nomination and Training Record ([Attachment 5](#)) to document training. Place completed documentation in the individuals training folder, maintained by the squadron training office.
- 2.5.2.3. **(Added-ELLSWORTHAFB)** All Top 3s are FOX 3 qualified.
- 2.5. (ELLSWORTHAFB) Reference paragraph 2.5.2. for Ellsworth AFB Top 3 upgrade policies.**
- 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>		

Table 3.1. (ELLSWORTHAFB) 28th Bomb Wing Minimum Flying Unit Supervision Requirements.

Types of Operations	SOF Location	Top 3 Location
Daily Flying Ops	Duty Location (1)	Available (3)
Reduced Flying Ops	Duty Location (2,5)	Available (3)
Ongoing Off-Station Sorties	Not Required	Available (3)
Off-Station Departure/Return (Outside of Normal Flying Window)	Duty Location (1,2,4)	Available (3)
Deployed Operations	Deployed Duty Location (6)	Available (3)
Visiting Units Operating Out Of EAFB	Per OG/CC Coordination (7)	Available (3)

Note 1: Primary duty location is the Tower Cab. The SOF may move to an alternate duty location with CHARLIE approval. Preferred alternate duty locations are the squadron step desk, the command post, or the SOF vehicle.

Note 2: Reduced flying ops is approved for 2 or less B-1s regardless of number of Squadrons flying. During reduced flying operations the SOF and Top 3 duties may be accomplished by a single Top 3 qualified and SOF current aircrew referred to as “FOX 3”. “FOX 3” duty location on EAFB is the squadron duty desk or tower cab unless otherwise approved by the OG/CC.

Note 3: Top 3s must be immediately available by telephone or Land Mobile Radio (LMR). If able, Top 3s should monitor SOF frequency. Top 3 may adjourn to quarters outside of normal duty hours after all aircraft have launched, unless also acting as “FOX 3”.

Note 4: For B-1 aircraft departing from EAFB and the local area, the SOF will be on duty until 45 minutes after the last aircraft departs. For aircraft returning to EAFB, the SOF will be back on duty from one hour prior to aircraft arrival until engine shutdown of the last arriving aircraft. A SOF is not required when a 10 FLTS (Tinker AFB) crew is departing/returning a B-1 to Ellsworth AFB.

Note 5: Units will ensure a Duty IP is scheduled during reduced flying ops if the Top 3 is not an IP.

Note 6: Deployed duty location is defined by local requirements. If the location does not have local SOF requirements/procedures, the duty location will be defined by the Detachment/CC. Reduced flying operation rules apply.

Note 7: Units will coordinate any SOF requirements with OG/CC or designated representative. If operating outside of normal hours, EAFB manning may not support providing a SOF for visiting units.

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-ELLSWORTHAFB)** The local area is defined as a circle with a 200NM radius around the EAFB tactical air navigation system (TACAN).

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

3.3.1. **(Added-ELLSWORTHAFB)** The 28 OG/CC has deemed that the operations supervisor and SOF duties may be combined during periods of Reduced Flying Ops IAW **Table 3.1** When combined, the position is referred to as “FOX 3”.

3.3.2. **(Added-ELLSWORTHAFB)** When utilizing a FOX 3 the following should be considered:

3.3.2.1. **(Added-ELLSWORTHAFB)** They must meet SOF crew rest and duty day requirements as directed by **paragraph 5.2** of this instruction.

3.3.2.2. **(Added-ELLSWORTHAFB)** A Duty IP is still required if not a pilot.

3.3.2.3. **(Added-ELLSWORTHAFB)** They must monitor or appoint a qualified individual to visually monitor an IFE during landing.

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.

3.5. (Added-ELLSWORTHAFB) For the purposes of operations supervision requirements. Functional Check Flights (FCF) are considered normal daily flying operations.

3.6. (Added-ELLSWORTHAFB) Table 3.1 defines 28th Bomb Wing Minimum Flying Unit Supervision Requirements.

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-ELLSWORTHAFB)** The SOF should maintain two-way communication with all airborne IFE aircraft on the 28 BW SOF frequency to the maximum extent possible.

4.1.1.2. **(Added-ELLSWORTHAFB)** If IFE aircraft are using a discrete emergency frequency (DEF) or single frequency approach (SFA), the SOF should monitor if able.

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-ELLSWORTHAFB)** When a SOF is not on duty, Ellsworth 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-ELLSWORTHAFB)** The Fire Chief will advise Air Traffic Control (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-ELLSWORTHAFB)** Runway operations will be suspended until the IFE is terminated by the 28 CES Fire Chief or Assistant Fire Chief. Unless waived by the SOF, the runway will remain closed until Airfield Management has inspected and cleared the runway of possible foreign object debris. SOFs will update airborne aircraft with airfield status so they can plan divers, if required.

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

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

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

4.2.1. **(Added-ELLSWORTHAFB)** SOF may initiate CONFERENCE HOTEL procedures or delegate the task to the squadron Top 3 as conditions require. Individuals initiating CONFERENCE HOTEL procedures may utilize the SOF QRC as a guide. See [paragraph 6.4](#) below for more guidance.

4.3. (Added-ELLSWORTHAFB) Ellsworth AFB SOF IFE Guidance.

4.3.1. **(Added-ELLSWORTHAFB)** The SOF will use all available resources to aid in the safe recovery of an emergency aircraft including appropriate technical orders, the Inflight Guide, QRC, and the 28 BW Supervisor of Flying Emergency Procedure Guide (SOF EP Guide). The SOF may also obtain technical assistance from the appropriate Top 3, the Duty IP, or CONFERENCE HOTEL (if required).

4.3.2. **(Added-ELLSWORTHAFB)** Time permitting, during an IFE, the SOF will inform CHARLIE and Top 3 of the call sign, nature of the emergency, landing runway, and impact to local flying ops. When time does not permit, the SOF will take immediate action to prevent any situation that may endanger the crew or aircraft.

4.3.2.1. **(Added-ELLSWORTHAFB)** SOFs will ensure that critical information is passed to CHARLIE in a timely manner. SOFs should utilize [Table 4.1](#) (Added) Prioritized CHARLIE Contact Procedures, if they are having difficulty making contact.

Table 4.1. (Added-ELLSWORTHAFB) Prioritized CHARLIE Contact Procedures.

Priority Contacts		Primary	Secondary
1	On-Duty CHARLIE	Office Phone	Cell Phone "OG NET" on LMR Command Post
2	OG/CC or OG/CD (not on-duty CHARLIE)	Office Phone	Cell Phone Command Post
If the on-duty CHARLIE is still unreachable via the primary and secondary means, pass the information or receive guidance from one of the following individuals, in order of precedence.			
2	WG/CV, "BRAVO"	Cell	Command Post
3	WG/CC, "ALPHA"	Cell	Command Post
All numbers are available in the One Note SOF Log.			

4.3.2.2. **(Added-ELLSWORTHAFB)** If an IFE occurs during SOF changeover, then the SOF on duty at the start of the IFE will remain on duty through termination unless the changeover is approved by CHARLIE. If the changeover is approved, the departing SOF will ensure that the oncoming SOF is thoroughly familiar with the emergency and demonstrates the ability to provide supervision prior to departure.

4.3.3. **(Added-ELLSWORTHAFB)** SOFs will consider advising aircrew to declare an emergency when one of the following conditions are met:

4.3.3.1. **(Added-ELLSWORTHAFB)** Aircrew experiencing a malfunction where the associated checklist from the T.O. 1B-1B-1, Section 3, ends in “LAND AS SOON AS POSSIBLE”.

4.3.3.2. **(Added-ELLSWORTHAFB)** Any situation where crews refer to a T.O. 1B-1B-1, Section 3, Landing Checklist.

4.3.3.3. **(Added-ELLSWORTHAFB)** Any planned full stop landing with other than normal wing, flap/slat or gear position, or normal braking capability.

4.3.3.4. **(Added-ELLSWORTHAFB)** In any case where current or foreseeable system failures could make immediate ground assistance (e.g. fire, medical, maintenance, supervision) advisable.

4.3.3.5. **(Added-ELLSWORTHAFB)** Any IFE or air abort conditions directed by the AFMAN 11-2B-1, Vol 3, *B-1 Operating Procedures*, as supplemented.

4.3.3.6. **(Added-ELLSWORTHAFB)** If any doubt exists in the opinion of the aircrew or SOF about the safety of the aircrew or aircraft’s performance.

4.3.4. **(Added-ELLSWORTHAFB)** Upon initial communications with an aircraft experiencing a malfunction, the SOF will do the following:

4.3.4.1. **(Added-ELLSWORTHAFB)** Query the crew for their IFE declaration intentions.

4.3.4.2. **(Added-ELLSWORTHAFB)** Review the T.O. 1B-1B-1, Section 3 checklist for the aircraft malfunction reported by the aircrew, confirm the completed steps, and recommend any additional action as required.

4.3.4.3. **(Added-ELLSWORTHAFB)** Advise the aircrew to declare an IFE for situations listed in [paragraph 4.3.3](#).

4.3.5. **(Added-ELLSWORTHAFB)** SOFs should consider aircraft distance from the airfield, estimated times of arrival (ETA), and fuel remaining in order to determine landing priority. If an emergency aircraft is holding to burn fuel prior to landing, the SOF should direct other aircraft to land prior to the emergency aircraft’s ETA in order to prevent divers. When the emergency aircraft is ready to exit holding to land, that aircraft will now have priority, and other aircraft will be directed to hold until the IFE is terminated.

4.3.6. **(Added-ELLSWORTHAFB)** In the event an IFE aircraft has to full stop on the runway, the SOF will consider the following:

4.3.6.1. **(Added-ELLSWORTHAFB)** Contact maintenance to alert them that a tow will be required to expedite clearing the runway. Tow vehicle speeds and response times can add to a runway closure timeline, so the SOF should contact maintenance as soon as possible.

4.3.6.2. **(Added-ELLSWORTHAFB)** Unless a full shutdown or emergency ground egress is required, ensure the crew stays in the airplane and on auxiliary power (APUs) to expedite the tow process in removing the airplane from the runway.

Chapter 5

SUPERVISOR OF FLYING (SOF) GUIDANCE.

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

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

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

5.2. Duty Hours:

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

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

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

5.3. Duty Location:

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

5.3.1.1. **(Added-ELLSWORTHAFB)** The 28 BW SOF duty locations are per [Table 3.1](#).

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-ELLSWORTHAFB)** Non-Combat Mission Ready (N-CMR), Non-Basic Mission Capable (N-BMC) individuals may perform SOF duties provided the individual is SOF current.
- 5.4.1.1.2. **(Added-ELLSWORTHAFB)** Single-ship Mission Leads (SMLs), aircraft commanders, 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-ELLSWORTHAFB)** 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 para 5.5.4.
- 5.4.4.2. **(Added-ELLSWORTHAFB)** Deployed SOF shifts may be logged for currency. If it has been longer than 90 days since performing SOF at EAFB, SOFs will review local procedures prior to their shift.
- 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-ELLSWORTHAFB)** *SQ/CCs may nominate and train any SOF qualified IP/Instructor Weapons System Officer (IWSO) or any individual qualified as a SOF for at least six months for Instructor SOF (ISOF) duties. An ISOF is equivalent to an experienced SOF and is able to supervise SOF upgrade tours. The 28 OG/CC will certify ISOFs by signing the SOF/ISOF Certification Worksheet (Attachment 4). Completed worksheets will be filed in the aircrew's 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-ELLSWORTHAFB)** *SOF candidates will conduct initial training IAW AFI 11-418 and Attachment 4 of this supplement. SOF candidates will use the SOF/ISOF Certification Worksheet (Attachment 4) to document training. Completed documentation will be placed in the individuals training folder, maintained by the squadron training office.*
- 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-ELLSWORTHAFB)** SQ/CCs will nominate aircrew members for entry into the SOF Upgrade Program. The 28 OG/CC will approve and certify 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.

5.5.6. 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-ELLSWORTHAFB) The OG/CC has waived the requirement for two supervised tours for previously certified Ellsworth AFB SOFs. Previously certified SOFs are still required to perform at least one supervised SOF tour with an ISOF and will accomplish an OG/CC interview before regaining certification.

5.6. Currency/Recurrency.

5.6.1. SOF currency is 90 days.

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

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

5.6.2.1. (Added-ELLSWORTHAFB) SOFs annotate tour accomplishment via a training accomplish report (TAR) in PEX. If unable, tours may also be logged with an AF Form 1522, *ARMS Additional Training Accomplishment Report*. Unit SARM personnel will update/track SOF currencies. FOX 3 tours may be logged as a SOF tour.

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

5.6.3.1. (Added-ELLSWORTHAFB) Individuals will regain SOF currency by reviewing AFI 11-418, this supplement, the SOF Read File, and the QRC, in addition to accomplishing a one hour supervised SOF tour (minimum) with a current and qualified SOF. This may be accomplished during a FOX 3 shift at the duty desk.

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.

5.7.3. **(Added-ELLSWORTHAFB)** All Top 3s and qualified SOFs will attend a semi-annual SOF Continuation Training session. The 28 OG/OGV will discuss 28 OG/CC approved training objectives at the semi-annual meetings. Supervisors or SOFs who are unable to attend continuation training will review the training agenda and meeting minutes (located online and in the Read File).

5.7.4. **(Added-ELLSWORTHAFB)** An annual review of SOF directives and guidance will be accomplished via an annual read file notification. An annual 28 OG/CC briefing will be accomplished at the semi-annual SOF meetings.

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-ELLSWORTHAFB)** 28 OG/OGV is the Office of Primary Responsibility (OPR) for the SOF program. The chief of OGV will designate a primary/alternate SOF Program Manager. The OPR administers and ensures compliance with the AFI 11-418 and the 28 BW SOF program. Each flying Squadron's Standardizations and Evaluation Office (DOV) and/or training office (DOT) will track upgrading SOFs and Top 3s and will ensure completed upgrade paperwork is maintained in individual training folders to satisfy the requirements of AFI 11-418 paragraph 5.8.2.3.

5.8.2. The OPR will:

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

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

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

5.8.2.4. 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)**

- 5.8.2.8.1. **(Added-ELLSWORTHAFB)** Develop and maintain the SOF OneNote Log, SOF Read File, SOF QRC, SOF normal and emergency checklists, and SOF publications. 28 OG/OGV will coordinate with Squadron DOVs to ensure all required SOF references are available for download on aircrew EFBs and stand-alone computers.
- 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.

6.2. 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_HOTEL_Procedure/Forms/AllItems.aspx?viewpath=%2Fsites%2FACC%2DA3%2FA3T%2FA3TV%2FCONFERENCE%20HOTEL%20Procedure%2FForms%2FAllItems%2Easpx%2Ehttps://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.

6.4.4.1. **(Added-ELLSWORTHAFB)** The contact information for B-1 CONFERENCE HOTEL is as follows: Contact Mr. Wilson Scott at the Boeing Reliability and Maintainability Center (RAMC), Tinker AFB, at 405-610-3428.

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)**

6.10.3.5.1. **(Added-ELLSWORTHAFB)** The monthly CONFERENCE HOTEL exercise requirement is primarily satisfied during routine SOF upgrade training. If no upgrade training occurs for the month, 28 OG/OGV will direct the SOF/FOX 3 to accomplish a CONFERENCE HOTEL exercise via the OneNote SOF Log. If no exercise scenario is provided, phone contact with the appropriate RAMC contact is all that is required.

6.10.3.5.2. **(Added-ELLSWORTHAFB)** SOFs in training or SOF/FOX 3s will utilize Quick Reaction Checklist 10a. "CONFERENCE HOTEL (EXERCISE)" procedures to execute the exercise. They will also annotate the following on the applicable daily SOF Log page: time from start to finish, how long it took to initiate contact with the POC, and any applicable notes or issues.

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, phone patch, 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)

7.1.6.1. (**Added-ELLSWORTHAFB**) When daily flying decisions require 28 OG/CC approval (i.e. takeoffs and landings with crosswinds greater than 26 knots), all visiting B-1 units will coordinate with the 28 OG/CC for approval.

7.1.6.2. (**Added-ELLSWORTHAFB**) Non-Ellsworth units operating out of EAFB will coordinate with the 28 OG/CC or designated representative to determine operations supervision requirements. At a minimum, the deployed unit will provide a contact for a designated qualified aircrew to provide expertise during abnormal or emergency situations. The individual should be available by phone for the duration of the deployed units flying operations.

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

7.1.7.1. (**Added-ELLSWORTHAFB**) Base C2 personnel may contact SOF via the telephone, cell phone, LMR, or SOF UHF frequency. Top 3s for each Squadron may be contacted through their respective step desk phone number, cell phones, LMR, or phone numbers that are annotated on the OneNote SOF Log. The 28 OG/CC (or his representative for flying operations) may be contacted through the office phone number, cell phone, LMR, or command post.

7.1.7.2. **(Added-ELLSWORTHAFB)** CONFERENCE ALPHA. This communication conference is used to advise operations supervisors and key personnel of a significant ground or in-flight emergency. The conference may also be used to obtain leadership guidance. 28 BW/Command Post (CP) will establish the conference on the 28th Bomb Wing LMR (“CC PRI”). When directed, the SOF, Top 3, and CHARLIE will switch to “CC PRI” and report when on the new frequency. The SOF will reference the QRC and can direct 28 BW/CP to include additional individuals or organizations as required.

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)**

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.

JOSEPH T. GUASTELLA, JR., Lt Gen, USAF
Deputy Chief of Staff, Operations

(ELLSWORTHAFB)

JOSEPH L. SHEFFIELD, Colonel, USAF
Commander

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

- (Added-ELLSWORTHAFB) AFI 11-418, *Operations Supervision*, 21 Dec 21
- (Added-ELLSWORTHAFB) AFI 33-322, *Records Management and Information Governance Program*, 27 Jul 2021
- (Added-ELLSWORTHAFB) AFMAN 11-2B-1V1, *B-1 Aircrew Training*, 29 Oct 20
- (Added-ELLSWORTHAFB) AFMAN 11-2B-1V3, *B-1 Operating Procedures*, 13 Dec 2020
- 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
- (Added-ELLSWORTHAFB) EAFBI 11-250, *Airfield Operations and Base Flying Procedures*, 14 Jul 2021
- (Added-ELLSWORTHAFB) T.O. 1B-1B-1, *Flight Manual, Change 7*, 15 Feb 22
- 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

Prescribed Forms

- (Added-ELLSWORTHAFB) None

Adopted Forms

- (Added-ELLSWORTHAFB) AF Form 1522, *ARMS Additional Training Accomplishments Report*
- AF Form 4348, *USAF Aircrew Certifications*
- AF Form 847, *Recommendation for Change of Publication*
- (Added-ELLSWORTHAFB) DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*
- DoD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

Abbreviations and Acronyms

- (Added-ELLSWORTHAFB) **10 FLTS**—10th Flight Test Squadron
- (Added-ELLSWORTHAFB) **28 AMXS**—Aircraft Maintenance Squadron
- (Added-ELLSWORTHAFB) **28 BW**—28th Bomb Wing
- (Added-ELLSWORTHAFB) **28 CES**—28th Civil Engineering Squadron

(Added-ELLSWORTHAFB) **28 OG**—28th Operations Group
(Added-ELLSWORTHAFB) **28 OG/CC**—28th Operations Group Commander
(Added-ELLSWORTHAFB) **28 OSS**—28th Operational Support Squadron
(Added-ELLSWORTHAFB) **34 BS**—34th Bomb Squadron
(Added-ELLSWORTHAFB) **37 BS**—37th Bomb Squadron
(Added-ELLSWORTHAFB) **AC**—Aircraft Commander
ACC—Air Combat Command
AETC—Air Education Training Command
(Added-ELLSWORTHAFB) **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-ELLSWORTHAFB) **AFRIMS**—Air Force Records Information Management System
AFSOC—Air Force Special Operations Command
(Added-ELLSWORTHAFB) **AM OPS**—Airfield Management Operations
AMC—Air Mobility Command
ANG—Air National Guard
AOO—Air operations officer
(Added-ELLSWORTHAFB) **APUs**—Auxiliary Power
ATC—Air traffic control
(Added-ELLSWORTHAFB) **BASH**—Bird Aircraft Strike Hazard
BMC—Basic Mission Capable
(Added-ELLSWORTHAFB) **BWC**—Bird Watch Condition
CAF—Combat Air Forces
(Added-ELLSWORTHAFB) **CMA**—Controlled Movement Area
CMR—Combat Mission Ready
(Added-ELLSWORTHAFB) **CP**—Command Post
CT—Continuation training
C2ISR—Command, Control, Intelligence, Surveillance, and Reconnaissance

(Added-ELLSWORTHAFB) **DD**—Department of Defense
(Added-ELLSWORTHAFB) **DEF**—Discrete Emergency Frequency
DNIF—Duty not involving flying
(Added-ELLSWORTHAFB) **DNIF**—Duties Not Involving Flying
(Added-ELLSWORTHAFB) **DO**—Director of Operations
(Added-ELLSWORTHAFB) **DOT**—Squadron Training Office
(Added-ELLSWORTHAFB) **DOV**—Squadron Standardization and Evaluation Office
(Added-ELLSWORTHAFB) **EAFB**—Ellsworth Air Force Base
(Added-ELLSWORTHAFB) **EAFBI**—Ellsworth Air Force Base Instruction
EFB—Electronic Flight Bag
(Added-ELLSWORTHAFB) **EFB**—Electronic Flight Book
(Added-ELLSWORTHAFB) **EOR**—End of Runway
(Added-ELLSWORTHAFB) **EP**—Emergency Procedure
(Added-ELLSWORTHAFB) **ePEX**—Electronic Patriot Excalibur
(Added-ELLSWORTHAFB) **ERCC**—Engine Running Crew Change
(Added-ELLSWORTHAFB) **ETA**—Estimated Time of Arrival
(Added-ELLSWORTHAFB) **FAA**—Federal Aviation Administration
(Added-ELLSWORTHAFB) **FCF**—Functional Check Flight
(Added-ELLSWORTHAFB) **FCIF**—Flight Crew Information Files
(Added-ELLSWORTHAFB) **FLIP**—Flight Information Publications
FM—Frequency modulation
HF—High frequency
IAW—In accordance with
IFE—In-flight emergency
(Added-ELLSWORTHAFB) **IFR**—Instrument Flight Rules
(Added-ELLSWORTHAFB) **IP**—Instructor Pilot
(Added-ELLSWORTHAFB) **ISOF**—Instructor Supervisor of Flying
(Added-ELLSWORTHAFB) **IWSO**—Instructor Weapons System Officer
(Added-ELLSWORTHAFB) **LMR**—Land Mobile Radio
(Added-ELLSWORTHAFB) **LOX**—Letter of Xs (defined in AFMAN 11-2B-1V1, *MDS-specific Aircrew Training*)
(Added-ELLSWORTHAFB) **LRS**—Logistics Readiness Squadron
MAF—Mobility Air Forces

MDS—Mission Design Series

(Added-ELLSWORTHAFB) MOC—Maintenance Operation Center

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

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

(Added-ELLSWORTHAFB) NLT—No Later Than

(Added-ELLSWORTHAFB) NOTAM—Notices to Airmen

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

OPR—Office of primary responsibility

Ops—Operations

Ops Sup—Operations supervisor

(Added-ELLSWORTHAFB) OSW—Weather

(Added-ELLSWORTHAFB) PEX—Patriot Excalibur

(Added-ELLSWORTHAFB) QRC—Quick Reaction Checklist

(Added-ELLSWORTHAFB) RAMC—Reliability and Maintainability Center

(Added-ELLSWORTHAFB) RAP—Ready Aircrew Program

(Added-ELLSWORTHAFB) RCR—Runway Condition Reading

(Added-ELLSWORTHAFB) RDS—Records Disposition Schedule

RPA—Remotely Piloted Aircraft

(Added-ELLSWORTHAFB) RSC—Runway Surface Condition

(Added-ELLSWORTHAFB) RTB—Return to Base

(Added-ELLSWORTHAFB) RTM—RAP Tasking Message

(Added-ELLSWORTHAFB) SARM—Squadron Aircrew Resource Manager

SATCOM—Satellite Communications

SFA—Single frequency approach

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

(Added-ELLSWORTHAFB) SNOWCON—Snow removal teleconference

SOF—Supervisor of flying

(Added-ELLSWORTHAFB) SQ—Squadron

Stan/Eval—Standardization/evaluation offices

(Added-ELLSWORTHAFB) T.O.—Technical Order

(Added-ELLSWORTHAFB) TACAN—Tactical Air Navigation System

(Added-ELLSWORTHAFB) TAR—Training Accomplishment Report

(Added-ELLSWORTHAFB) Top 3—Operations Supervisor

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 2 (ELLSWORTHAFB)
QUICK REACTION CHECKLISTS**

Figure A2.1. (ELLSWORTHAFB) Quick Reaction Checklists.

Up-to-date QRC location:

OGV Sharepoint:

<https://usaf.dps.mil/teams/11624/28BW/28OG/OGV/SitePages/Home.aspx>

Or

FCIF Publication Library: \\fxbm-fs-03pv\Ellsworth_28_OG\28 OGV\FCIF Publication Library\z_SOF

Contact 28 OG/OGV at DSN 312-675-5030 for any updates.

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-ELLSWORTHAFB)
SOF CERTIFICATION**

Figure A4.1. (Added-ELLSWORTHAFB) Example 28 OG SOF/ISOF Certification Worksheet.

28 OG SOF CERTIFICATION			
NAME:		RANK:	LAST FOUR:
Authorization for entry into the SOF Upgrade Program:			
IAW 11-418 EAFBSUP paragraph 5.4, I nominate this individual for SOF upgrade.		Sq/CC Signature:	
EVENT	DATE	INSTRUCTOR or Signature Authority	
AF Form 1199 Restricted Area Badge*			
SOF Pubs & Directives*:		SELF-STUDY (SOF Upgradee Initials):	
11-418 and EAFB Sup, SOF QRC, EP Guide*		SELF-STUDY (SOF Upgradee Initials):	
Read File, EAFB BASH/Snow Removal Plans*		SELF-STUDY (SOF Upgradee Initials):	
The above items will be accomplished prior to testing. After testing is complete, contact OGV for academics and CMA training.			
INITIAL EXAM EPEX (85% min to pass)		Score:	OGV Review:
28 OG/OGV Academics			
FLIGHTLINE DRIVER - CMA ACCESS*			
After Academics and CMA training, accomplish SOF Training Tours and hung wpns procedure review with ISOF.			
HUNG WPNS REVIEW (Accomplish During SOF Tour)*			
AM SOF TRAINING TOUR (2hrs min)			
The following items must be reviewed on each tour:			
Operation of SOF equipment/radios	Contact Procedures for aircraft/support agencies	Fam of airfield and travel routes	
Review of pubs/directives available	Mobile SOF Kit Review	Operation of SOF Vehicle	
IFE SCENARIO	ACTUAL <input type="checkbox"/>	Discussion Topics:	
	SIMULATED <input type="checkbox"/>		
EP:	DATE:	INSTRUCTOR:	
PM SOF TRAINING TOUR (2hrs min)			
The following items must be reviewed on each tour:			
Operation of SOF equipment/radios	Contact Procedures for aircraft/support agencies	Fam of airfield and travel routes	
Review of pubs/directives available	Mobile SOF Kit Review	Operation of SOF Vehicle	
IFE SCENARIO	ACTUAL <input type="checkbox"/>	Discussion Topics:	
	SIMULATED <input type="checkbox"/>		
EP:	DATE:	INSTRUCTOR:	
NOTES			
1.AM and PM SOF tours will be accomplished with an ISOF on different days IAW 11-418. Each shift should focus on corresponding procedures, but does not necessarily need to be performed at opening or closing.			
2.The upgradee will act as the primary SOF on their second tour and handle an IFE (actual or simulated).			
3.In addition to (*) items in the checklist, previously certified EAFB SOFs will accomplish one supervised tour with an ISOF and complete the certification with an OG/CC interview.			
I have interviewed and briefed this individual on responsibilities, my personal philosophy, and expectations. The individual is hence forth certified to perform all duties on my behalf as SOF.			
28 OG/CC (or acting commander) SIGNATURE:			DATE:
INSTRUCTOR SOF CERTIFICATION			
Individual meets <input type="checkbox"/> Does not meet <input type="checkbox"/> requirements of AFI 11-418 EAFB Sup (Individuals that do not meet requirements are waived with signature of 28 OG/CC Below)			
SQ/CC SIGNATURE:			DATE:
I have interviewed and briefed this individual on responsibilities, my personal philosophy, and expectations. The individual is certified to provide required instruction/training to new SOF candidates.			
28 OG/CC (or acting commander) SIGNATURE:			DATE:

Attachment 5 (Added-ELLSWORTHAFB)

TRAINING RECORD

Figure A5.1. (Added-ELLSWORTHAFB) Example Operations Supervision Nomination and Training Record.

OPERATIONS SUPERVISION NOMINATION AND TRAINING RECORD		
NOMINEE'S NAME (Last, First, Middle Initial)	GRADE	SQUADRON
TRAINING ITEM	DATE	INSTRUCTOR INITIALS
REVIEW OF AFI 11-418 and AFI 11-418 EAFB SUP		
OPERATIONS SUPERVISION TOUR #1*		
OPERATIONS SUPERVISION TOUR #2*		
SHADOW CURRENT TOP 3 AT PRODUCTION MEETING		
SUPERVISOR OF FLYING QUALIFIED		
MX Lead Super Shadow** (34 th x-4630) (37 th x-6032)		
MX Super Shadow*** (34 th : 605-431-2957) (37 th 605-431-2917)		
SQUADRON COMMANDER INTERVIEW		
NAME AND GRADE OF SQ/CC	SQ/CC SIGNATURE	DATE
NAME AND GRADE OF OG/CC	OG/CC SIGNATURE	DATE
* Each tour will include at least one step brief. **Should be on a Tuesday or Thursday to attend long range planning meeting ***Should cover entirety of jet prep, step, and launch for first lines of flying day		

**Attachment 6 (Added-ELLSWORTHAFB)
SNOW REMOVAL PLAN**

Figure A6.1. (Added-ELLSWORTHAFB) Snow Removal Plan.

28 MXG Snow Removal Priorities			
AIRCRAFT LAUNCH LOCATION (S)			
READY FOR MX TIME			
CREW SHOW TIME			
TAKE OFF TIME			
FIRST LAND TIME			
PRI	CLEAR THE FOLLOWING	LOCATION	CLEAR BY TIME
1	ACCESS ROADS AND ECPS TO GET ACCESS TO AIRCRAFT PARKING SPOTS	See Priority 2 locations	4 HRS PRIOR to T/O
	Notes:		
2	AIRCRAFT PARKING SPOTS (DOCKS IF APPLICABLE) AND ROWS TO TAXIWAY A		4 HRS PRIOR to T/O
3	TAXIWAY, FACILITATING AIRCRAFT MOVEMENT TO RUNWAY	BASE OPS WILL PROVIDE APPLICABLE TAXIWAYS	1 HR PRIOR to T/O
4	TAXIWAY FROM ACTIVE RUNWAY TO HOT PITS AND HOT PITS	BASE OPS WILL PROVIDE APPLICABLE TAXIWAYS	2 HRS PRIOR to FIRST LAND
	Special Instructions:		
CAO:			
<i>All times in Local Time</i>			
<p>*The snow removal priorities from this sheet are the highest airfield priorities at the indicated time. Snow Boss/AMOPS will provide updates as required. On-call #: (605) 786-5601</p> <p>SNOWCON Meeting 3-hours prior to first scheduled T/O @ (605) 385-5777 PIN: 28677</p>			
NOTES			
All high-priority missions will have **Double Asterisks**			
Taxi/TO/Land--RCR <9 requires waiver from OG/CC IAW AFI 11-2B-1V3 (7.16.1)			
UKE--RCR <8 requires waiver (MXG/CC, MXG/CD, MXG/CCC) per AFI 21-101 Ellsworth AFB Supplement (5.2.2.8.1)			
Airfield Management will update Airfield RCR & Priority Status Slides on AM Sharepoint to include Transient Aircraft			
Send to '28 OSS/OSAA Airfield Management' Org Box: 28oss.osaa.1@us.af.mil Standby phone 385-2861			
AM Sharepoint: https://usaf.dps.mil/teams/11624/28bw/28og/28oss/osa/airfield%20management/SitePages/Home.aspx			

The snow removal plan template can be downloaded from the 28 OG/OGV Share Point and used to document snow removal meeting priorities.