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SECRETARY OF THE AIR FORCE**



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**Flying Operations**

**OPERATIONS SUPERVISION**

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This instruction implements AFPD 11-4, *Aviation Service*. It establishes the responsibilities, requirements, procedures and training for the supervision of flying operations. This instruction applies to all flying units, including those operating Unmanned Aircraft Systems (UAS) at launch and recovery airfields, of Air Combat Command (ACC), Air Force Global Strike Command (AFGSC), Air Education Training Command (AETC), Pacific Air Forces (PACAF), Combat Air Forces (CAF) units within United States Air Forces in Europe (USAFE), and CAF units within Air Force Reserve Command (AFRC). This instruction applies to all Air National Guard (ANG) units with ACC, PACAF, and AETC oversight. With the exception of **Chapter 7** and Conference Hotel Procedures, this instruction does not apply to Air Force District of Washington (AFDW), AFGSC Helicopter units, Air Force Material Command (AFMC), Mobility Air Forces (MAF) units within AFRC, MAF units within USAFE and PACAF, Air Force Special Operations Command (AFSOC), the United States Air Force (USAF) Aerial Demonstration Team (Thunderbirds) and UAS under Remote Split Operations (RSO) in support of a geographic combatant commander. These units follow Conference Hotel Procedures when

judged necessary for safety of flight. This instruction does not apply to Air Mobility Command (AMC). Civil Air Patrol US Air Force (CAP/USAF) is not required to comply with this instruction.

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 AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items.

Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS)”. Recommendations for improvements to this volume are submitted on AF Form 847, *Recommendation for Change of Publication*, through channels, to the parent MAJCOM Stan/Eval. Parent MAJCOM Stan/Eval forward approved recommendations to lead command OPR (ACC Standardization Branch: [ACCDOTVSRTB@langley.af.mil](mailto:ACCDOTVSRTB@langley.af.mil)). This instruction requires units to issue supplements. The requirement is discussed throughout the instruction and in detail at **Chapter 8**.

AF/A3 is the approval authority for interim changes to this instruction.

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.

**(LAKENHEATH)** This supplement sets procedures relating to the Supervisor of Flying (SOF) and Operations Supervisor (Ops Sup) programs at Royal Air Force (RAF) Lakenheath and applies to all units assigned to the 48th Fighter Wing (48 FW). This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, prescribed by AFI 11-215, *USAF Flight Manuals Program*; route AF Form 847s from the field through appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

### **SUMMARY OF CHANGES**

The publication has been revised. This rewrite of AFI 11-418 includes the outplacement of the CONFERENCE HOTEL Procedure point of contact list to SharePoint®. Administration of CONFERENCE HOTEL Procedure is accomplished by ACC A3TV on SharePoint®.

**(LAKENHEATH)** This supplement is a complete rewrite. Most content in the previous version was moved to the SOF Checklist. Content and structure has been changed throughout. Changes SOF show time. Adds guidance regarding Ops Sup/Top 3 upgrade memorandum.

1.	General.....	3
2.	Functions:.....	4
3.	Operations.....	4
Table 1.	Minimum Flying Unit Supervision Requirements.....	5
Table 1.	(LAKENHEATH) Minimum Flying Unit Supervision Requirements.....	6
4.	Responsibilities:.....	6
5.	Handling of In-Flight Emergencies: .....	9
6.	SOF Guidance.....	10
7.	CONFERENCE HOTEL Procedures. ....	16
8.	Unit Supplement. ....	17
9.	Special provisions for ANG/AFRC and smaller than wing-sized units (e.g. .....	18
10.	Waivers. ....	19
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>20</b>
<b>Attachment 2— SOF PROCEDURAL/EMERGENCY CHECKLIST</b>		<b>26</b>
<b>Attachment 3— SUPERVISOR OF FLYING CHECKLIST GUIDE</b>		<b>31</b>
<b>Attachment 4—(Added-LAKENHEATH) OPERATIONS SUPERVISOR/TOP 3 UPGRADE (ADDED)</b>		<b>32</b>

## 1. General.

1.1. The basic supervision structure for flying operations consists of the Operations Group Commander (OG/CC), the Supervisor of Flying (SOF) and the squadron supervisors, i.e., Operations Supervisor (Ops Sup, also referred to as Top 3).

1.1. (LAKENHEATH) 48th Operations Group Stan/Eval (48 OG/OGV), under the direction of the 48th Operations Group Commander (48 OG/CC), is the OPR for the implementation, direction and execution of the Operations Supervision and SOF program.

1.2. 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 [para 3](#). Specific duties and responsibilities are defined throughout this instruction.

1.3. For the purpose of this instruction “experienced” is used in accordance with (IAW) the definition provided in the Mission Design Series (MDS) specific AFI 11-2MDS Volume 1.

1.3.1. For the purposes of this instruction only, aircrews are also considered “experienced” when previously rated “experienced” in another MDS or previously rated “experienced” in a different crew position in the same MDS. These individuals must then be selected by the Squadron CC and approved by the OG/CC for operations supervision responsibilities (T-2).

1.3.2. Where no definition is provided, “experienced” is determined by the unit squadron commander and approved by OG/CC.

## 2. Functions:

2.1. **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.

2.1.1. SOF is not required for rescue/helicopters/weather/electronic attack/airlift/air refueling/special operations/deployed U-2 Ops. (For C2ISR, the OG/CC will determine if a SOF program is required (T-2). If a program is established this Instruction applies. At a minimum, C2ISR units will establish an Ops Sup/Top 3 program (T-3).)

2.1.1. (**LAKENHEATH**) 56th Rescue Squadron (56 RQS) personnel will not perform SOF duties.

2.2. **Ops Sup/Top 3** . The OG/CC will ensure that the squadron Ops Sup/Top 3 will only be filled by the following individuals: the squadron commander, the squadron operations officer, assistant operations officer(s), flight commanders, or other individuals deemed qualified by the squadron commander and approved by the OG/CC (T-2). **ANG/AFRC:** 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). ANG/AFRC may combine SOF and Ops Sup duties.

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

2.2.2. (**Added-LAKENHEATH**) See [Attachment 4](#) (Added) for 48 FW Ops Sup/Top 3 upgrade requirements.

2.3. (**Added-LAKENHEATH**) Duty Desk Officer (DDO). The 56 RQS DDO will be a squadron member and designated by the 56 RQS Squadron Commander (SQ/CC), tasked to assist the Ops Sup.

2.3.1. (**Added-LAKENHEATH**) The 56 RQS Current Operations (DOC) is responsible for establishing the DDO training program.

2.3.2. (**Added-LAKENHEATH**) At a minimum, the training will cover DDO procedures and familiarization, and be conducted by a qualified DDO. This training will be documented on a training checklist that will be placed in the member’s training records. Upon certification, the squadron Training office/officer (DOT) or squadron Stan/Eval (CCV) will track DDO qualification on the squadron Letter of X.

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

3.1. **Types of Operations** . The definitions for types of operations that are used in **Table 1** are:

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

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

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

3.1.4. **Scrambles.** Aircraft launched on a scramble order from an alert posture.

3.1.5. **(Added-LAKENHEATH) Deployment/Re-deployment.** The departure from home station to another location, or return to home station from another location.

3.1.6. **(Added-LAKENHEATH) Functional Check Flight (FCF).**

3.2. **Minimum Supervision Requirements** . These are outlined in **Table 1** for each type of operation.

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

Type of Operation	SOF Location	Ops Sup Location
Daily Flying Operations:	Duty Location <sup>1</sup>	Squadron <sup>1</sup> (Active Duty/AFRC)
		Available <sup>3</sup> (ANG)
On-Going Off-Station Sorties	N/R	Available <sup>3</sup>
Deployed Operations <sup>2</sup>	As Required	As Required
Scrambles/Alert	N/R	N/R (Active Duty/AFRC)
		Available <sup>3</sup> (ANG)

**Notes:**

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 and will be immediately available by telephone, pager, radio or intercom (T-3). The SOF and Ops Sup will be at their duty locations 45 minutes prior to the estimated time of arrival of unit aircraft (T-3). For reduced flying operations the OG/CC may determine if a SOF is needed. Reduced flying operations are defined as 6 or less fighter aircraft/remotely piloted 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.

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.

Be immediately available by telephone, pager, radio, or intercom. (USAFE: Ops Sup for on-going off station sorties can be filled by an experienced aircrew member (SDO) as defined in the unit supplement.)

**Table 1. (LAKENHEATH) Minimum Flying Unit Supervision Requirements.**

Type of Operation	SOF Location	Ops Sup Location	
	All Aircraft	Fighter	Non-fighter
(Re) Deployment $\leq 4$ A/C	N/R	Squadron <sup>1 3</sup>	Available <sup>2</sup>
(Re) Deployment $\geq 5$ A/C	Tower	Squadron <sup>1 3</sup>	Available <sup>2</sup>
FCF	N/R	Squadron	Squadron

**Notes:**

1. The designated supervisor will be in the unit operations complex and can be immediately contacted or summoned by telephone, pager, radio or intercom. The unit operations complex is defined as the Strike Eagle Complex (building 1319), the 493d Fighter Squadron (FS) Operations Building (building 1370), and the 56 RQS Operations Building (building 1494).
2. The designated supervisor can be immediately reached by telephone, pager, radio or intercom.
3. The designated supervisor will be in the unit operations complex until 45 minutes after departure and 45 minutes prior to arrival, and can be immediately contacted or summoned by telephone, pager, radio or intercom.

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

**4.1. OG/CC (ANG/AFRC: OG/CC or AOO) will:**

4.1.1. Be responsible for the implementation, direction and execution of the Operations Supervision program (T-1).

4.1.2. Be immediately available to the SOF or Ops Sup/Top 3 (if no SOF is either available or required based on the type of operation) for consultation during daily flying operations.

4.1.3. Ensure tenant flying units use host/tenant memorandum of agreement (MOA)/letter of agreement (LOA) to avoid duplication of effort (T-2).

4.1.4. Be the final approval authority for unit supplement to this instruction (T-2).

**4.2. SQ/CC (or equivalent) and/or SQ/DO will:**

4.2.1. Be responsible for the implementation, direction and execution of the Ops Sup/Top 3 program.

4.2.2. Ensure a SOF/Ops Sup is on duty when required by **Table 1** (T-3)

4.2.3. Be available to the Ops Sup/Top 3 for consultation during flying operations.

### 4.3. SOF will:

- 4.3.1. Be on duty when required by **Table 1** or as instructed by the OG/CC (T-3).
- 4.3.2. 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), C2 personnel, and/or other supporting agencies regarding the safe and efficient conduct of flight operations (T-3).
  - 4.3.2.1. Ensure that in-flight emergency (IFE) recovery plans and weather related mission changes reflect sound airmanship, follow AFI and technical order (TO) guidance, and adhere to sound Operational Risk Management (ORM) principles (i.e. does it make sense?) (T-3).
- 4.3.3. Direct appropriate actions, on behalf of the OG/CC, 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.
- 4.3.4. Prior to the first launch, ensure the airfield/heliport status is suitable for safe operations IAW Air Force, major command (MAJCOM) and local directives (T-3).
- 4.3.5. During an emergency or an abnormal situation, provide aircrews with guidance, timely advice and assistance to determine a correct course of action.
- 4.3.6. Be in a position to visually monitor the final approach and landing of IFE aircraft (T-3). 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. (*ANG/AFRC*: Not required.)
- 4.3.7. Monitor the status of primary and emergency airfields/heliport and inform aircrews of changes that may affect flight operations (T-3).
- 4.3.8. When deteriorating weather conditions affect flying operations, coordinate with wing agencies and utilize all available resources (i.e., weather, radar, tower personnel, pilot reports, etc.) to determine the best course of action for wing aircraft (T-3). The SOF will determine suitable weather alternates and inform the OG/CC accordingly.
- 4.3.9. Coordinate with the air traffic control (ATC) watch supervisor or senior controller for runway changes as needed (T-3).
- 4.3.10. Prepare a daily log to aid in tracking operations and major events. For units that do not use a SOF, the Ops Sup/Top 3 will fill out this log IAW **paragraph 4.4.8** Log format and content are defined by unit supplement.
- 4.3.10. (**LAKENHEATH**) 48 OG/OGV SOF Program Manager will be the OPR for the daily SOF Report. Direction on the format, content, completion and distribution of the SOF Daily Activity Report will be provided in the SOF Checklist.
- 4.3.11. The SOF will debrief the OG/CC of any aircraft involved in an unusual situation, IFE, weather divert or other mission change requiring SOF action or intervention (T-3). Ensure that the applicable Ops Sup/Top 3 has the necessary information to inform squadron leadership.

4.3.12. **(Added-LAKENHEATH)** The SOF will be a non-player during exercise operations, and is exempt from chemical gear and ground crew ensemble requirements, and control tower evacuations while performing SOF duties. Specifically, the SOF will not wear the gas mask, helmet, or gloves during SOF duty. While en route to and from the tower, the SOF may be required to dress in appropriate Mission Oriented Protective Posture (MOPP) until arrival in the tower at the discretion of the 48 FW Commander. The SOF will not compromise crew rest or changeover time to respond to Alarm conditions.

4.3.13. **(Added-LAKENHEATH)** Sign-off each SOF Read File in Patriot Excalibur (PEX) prior to the start of each shift, and log SOF tours in PEX upon completion of the shift.

#### 4.4. Ops Sup/Top 3 will:

4.4.1. Be on duty when required by **Table 1** or as instructed by the SQ/CC or SQ/DO (T-3).

4.4.2. Be immediately available to assist the SOF and aircrew.

4.4.3. 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.

4.4.4. For situations where both the SOF and Ops Sup/Top 3 are not qualified to provide technical assistance to the type of aircraft airborne, schedule an instructor or experienced crewmember to be immediately available for aircraft technical assistance (T-3).

4.4.5. 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 (T-3).

4.4.5.1. Ensure the SOF is advised of any changes or deviations to the squadron's flying schedule.

4.4.5.2. Ensure electronic scheduling and tracking systems are updated to include changes to and deviations from the daily flying schedule.

4.4.5.3. Be the primary liaison between Ops and Maintenance during the execution of the flying schedule.

4.4.6. Be assisted by SARM personnel or a Duty Desk Officer (DDO) when needed.

4.4.7. Ensure crews are briefed on the following (T-3):

4.4.7.1. Aircraft/heliport and airfield status and configuration

4.4.7.2. Scheduled and available airspace

4.4.7.3. Applicable weather for locations that aircrew are flying

4.4.7.4. Significant local hazards

4.4.7.5. Additional items as defined in the unit supplement to this instruction

- 4.4.7.6. **(Added-LAKENHEATH)** Specific takeoff and landing data, local area flying considerations, alternate, divert fuel required, and royal flights.
- 4.4.8. 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.
- 4.4.8. **(LAKENHEATH)** Daily log and report content and format will be at the discretion of the SQ/CC.
- 4.4.9. Debrief the SQ/CC and/or DO of any aircraft involved in an unusual situation, IFE, weather divert or other significant mission change (T-3).
- 4.5. Other Key Wing Personnel:**
- 4.5.1. Wing (or equivalent) commanders ensure other group commanders support the OG/CC when and where needed in order to execute an effective program.
- 4.5.2. Mission Support group commanders are responsible for the maintenance, upgrade and repair of the applicable SOF facilities and equipment.
- 4.5.3. Mission Support group/Logistic Readiness group commanders are responsible for maintenance, upgrade and repair of the SOF vehicle.
- 4.6. **(Added-LAKENHEATH)** Operations Support Squadron (48 OSS). The 48 OSS will supply the SOF with a printed copy of the Defense Internet NOTAM Service (DINS) and National Air Traffic Services (NATS) NOTAM's for the day.

## **5. Handling of In-Flight Emergencies:**

- 5.1. The primary objective during an abnormal/emergency situation is the safe recovery of the aircrew and aircraft. When establishing procedures, units consider:
- 5.1.1. 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.
- 5.1.2. Using the command post, or other capable agency, to notify all appropriate agencies and key personnel of an IFE and provide situation updates.
- 5.1.3. Prioritizing actions during concurrent emergencies/abnormal situations.
- 5.1.4. Authorizing direct communications (over discrete SOF or squadron common frequency) from the Ops Sup/Top 3 to an IFE 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.
- 5.1.5. That only the ground on-scene commander, normally the fire chief, can terminate an emergency.
- 5.1.6. That the final decision during any IFE/abnormal situation rests with the aircraft commander. However, SOFs may declare an IFE for any aircraft based on their knowledge of the aircraft and the flight and airfield environment.

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

5.1.8. If the SOF is not qualified in or technically knowledgeable of the aircraft with an IFE, then directing the Ops Sup/Top 3 or other highly experienced individual to report to the SOF's duty location during an abnormal situation/recovery if time permits.

5.2. **(Added-LAKENHEATH)** During abnormal or emergency situations, the SOF/56 RQS Ops Sup will:

5.2.1. **(Added-LAKENHEATH)** Notify the Tower Watch Supervisor as soon as possible. As time permits, notify the 48 OG/CC (or designated representative) and the affected squadron Ops Sup (or SOF if 56 RQS) of any emergency situation, accident, or significant incident that is reported by an aircraft or agency. Notification should primarily be via telephone hotline. The back-up notification method will be via Frequency Modulation (FM) or Ultra High Frequency (UHF) radio.

5.2.2. **(Added-LAKENHEATH)** Comply with the 48 FW SOF Checklist and coordinate with Swanwick Military (Mil) Distress and Diversion (D&D) Cell for the relay of messages to aircrew on Guard and through the RAF Lakenheath Tower, Radar Approach Control (RAPCON), Swanwick Mil, Ground Controlled Intercept (GCI), Wing Command Post (48 FW/CP) and or other similar agencies (as required) to ensure time critical information is passed to all 48 FW aircraft. Time permitting; the SOF should talk directly to as many agencies as required to ensure 100 percent aircrew notification of messages critical to safety of flight or recovery (runway closures, new alternate requirements, change of alternate which requires additional recovery fuel, real world alarm conditions, aircraft recalls, etc.)

5.2.3. **(Added-LAKENHEATH)** Be the coordination authority for divert decisions. Time and situation permitting, the SOF will inform the squadron Ops Sup(s) of intentions to divert aircraft, recall aircraft, or there is a potential runway closure. The SOF will then inform the 48 OG/CC (or designated representative), 48 FW/CP and 48 FW Advanced Programs (48 FW/AP) (for fighters) to pass details about the aircraft that divert.

5.2.4. **(Added-LAKENHEATH)** Inform the host squadron when off-station aircraft are diverting into RAF Lakenheath, and notify 48 FW/CP if any distinguished visitor aircrew are on board.

5.2.5. **(Added-LAKENHEATH)** Coordinate with Air Traffic Control (ATC) personnel when the airfield or flying status has changed to ensure the Automatic Terminal Information Service (ATIS) reflects the new information.

**6. SOF Guidance.** Unless noted otherwise, this guidance applies to the Ops Sup/Top 3 when a SOF is either unavailable or not used.

**6.1. SOF/ATC Relationship:**

6.1.1. The separation and sequencing of traffic are the responsibilities of ATC. Unless safety is an issue, the SOF works directly with the 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.

6.1.2. Except in an emergency, the SOF will not transmit over ATC frequencies without prior coordination with ATC (this does not apply to dedicated SOF frequencies) (T-1). 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).

## 6.2. Duty Hours:

6.2.1. Prior to beginning supervisory duties, the SOF will meet crew rest requirements as directed by AFI 11-202 Volume 3, *General Flight Rules*, as supplemented (T-1).

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

6.2.3. The SOF will be at the prescribed duty location IAW **Table 1** NLT 30 minutes prior to first takeoff in order to complete required duties in paragraph **4.3** (T-3).

6.2.3. (**LAKENHEATH**) SOFs will arrive at 48 OSS Airfield Management Flight (48 OSS/OSAA) 90 minutes prior to the first scheduled takeoff time to start the 48 FW SOF Checklist opening procedures. This time should be increased to 120 minutes if inclement weather, ice, or snow is anticipated.

## 6.3. Duty Location:

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

6.3.1. (**LAKENHEATH**) When any local fighter activity is in progress, the primary duty location of the SOF is the control tower.

6.3.2. **Alternate Duty Location.** The OG/CC will designate alternate duty locations in the unit supplement to this instruction (T-2). The OG/CC will ensure the location has adequate communication equipment and the capability to monitor weather conditions (T-2). 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:

6.3.2. (**LAKENHEATH**) The priority alternate duty location is the 492 FS operations duty desk. During periods that the 492 FS is deployed, the SOF may use the 494 FS operations duty desk as the alternate location. The alternate SOF Kit will be maintained at the 492 FS.

6.3.2.1. The runway monitoring unit (RMU)/runway supervisory unit (RSU).

6.3.2.2. The unit dispatch desk.

6.3.2.3. The command post.

## 6.4. Equipment:

6.4.1. The OG/CC will ensure the following communication equipment is functional and immediately available to the SOF (T-2):

6.4.1.1. A dedicated multi-frequency radio (UHF, VHF and/or HF, as appropriate based on supported aircraft capabilities).

6.4.1.2. A telephone (land-line or cellular telephone) or FM radio to contact the OG/CC (or designated representative), command post, Ops Sups, weather facility and ATC watch supervisors. Dedicated phone lines (hot-lines) are preferred.

6.4.2. OG/CC will ensure access to authorized weather resources. Per AFI 11-203V2, *General Flight Rules*, the local Installation OSS weather flight or MAJCOM-designated centralized briefing facility (or equivalent) should be the primary location for SOF weather information. If not available, the Regional OWS (see section C of the FIH for contact information) or other DoD weather sources should be leveraged. (T-2).

6.4.3. The OG/CC will ensure locally developed checklists are available to outline procedures for normal and emergency situations that included, as a minimum, the items listed in **Attachment 2** (T-3).

6.4.4. The OG/CC 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).

6.4.5. The OG/CC 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, HHQ, and local guidance), aircraft TOs, checklists, in-flight guides, and SOF read/information file (T-3).

6.4.6. If the SOF repositions to an alternate location, the OG/CC will ensure the minimum essential equipment outlined in this section is available at this new location (pre-positioned or transported) (T-2).

## 6.5. Certification:

6.5.1. SOF nominees will be experienced (IAW **paragraph 1.3**), rated officers with proven maturity, judgment and supervisory ability and combat mission ready (CMR) or basic mission capable (BMC) in a unit aircraft (T-3).

6.5.1.1. Non-CMR (N-CMR)/non-BMC (N-BMC) aircrew members may perform SOF duties at the discretion of the OG/CC on the condition that the status is temporary in nature and all SOF currencies must be maintained IAW **paragraph 6.7** (T-3).

6.5.1.1. **(LAKENHEATH)** The OG/CC approves Non-Combat Mission Ready (N-CMR) and/or Non-Basic Mission Capable (N-BMC) aircrew to perform SOF duties.

6.5.1.2. **(Added-LAKENHEATH)** Aircrew must be experienced IAW AFI 11-2MDS Volume 1.

6.5.1.3. **(Added-LAKENHEATH)** All SOFs must have at least 6 months on station in the F-15C/E. If previously SOF qualified, these requirements are reduced to 60 days on station and F-15C/E currency.

6.5.2. To gain initial certification, all SOFs will complete the SOF upgrade program IAW **paragraph 6.6** (T-3).

6.5.3. SOFs that are currently under a Duties Not Involving Flying (DNIF) status may perform SOF duties when specifically cleared by a flight surgeon on an AF Form 1042.

6.5.4. The OG/CC will rescind SOF certification for any of the following reasons (T-2):

6.5.4.1. PCS or 179/365 day (AFRC: 365 day) TDYs (unless the individual is performing SOF duties and able to retain currency while TDY).

6.5.4.2. Direct action by the OG/CC through a written statement in the individuals training folder and removal from the unit "Letter of Xs" or equivalent document. Any supervisor may recommend action to the OG/CC for the removal of an individual's SOF certification.

6.5.5. 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.

6.5.6. Units will define who is certified to upgrade other aircrew members to SOF in the unit supplement to this instruction (T-3).

#### 6.6. Certification Program:

6.6.1. Documentation of the unit upgrade program is described in the unit supplement to this instruction, but, units will at a minimum, include a signed document by the OG/CC kept in the individuals training folder that approves him/her for SOF duties (T-3). Additionally, upon completion of the upgrade flow, the unit will update "Letter of Xs", or AF Form 4348, or equivalent document to reflect the SOF certification (T-3).

6.6.1. **(LAKENHEATH)** Complete the 48 FW SOF Training Program and document execution on the 48 OG SOF upgrade memorandum. This memorandum is maintained on the 48th Operations Group Stan/Eval SharePoint site. The SOF Training and Qualification Notice memorandum will be kept in the nominee's training folder at their flying squadron.

6.6.2. Squadron commanders will screen and review (IAW [para 6.5](#)) all SOF candidates before nominating them for entry into the upgrade program (T-3).

6.6.3. All SOF candidates will receive an interview and briefing from the OG/CC on responsibilities, personal philosophy and expectations (T-3). OG/CCs 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.

6.6.4. The SOF upgrade consists 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. The tours are conducted on two different days in order to maximize the chances of the upgradee to observe differing wind and weather conditions. Upgradees will act as primary SOF on their second upgrade tour (T-3). The OG/CC will ensure the upgrade tour includes the following:

6.6.4. **(LAKENHEATH)** SOF upgrade tours will be supervised by an Instructor SOF (I-SOF). SOFs that sit at least five tours will be designated as I-SOF on the Letter of Xs with an "I" (see AFI 11-202 Volume 2 Lakenheath Supplement). Squadron training shops are responsible for tracking this.

- 6.6.4.1. 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, HHQ, and local), specifically capabilities and limitations.
  - 6.6.4.2. Operation of all SOF equipment and radios.
  - 6.6.4.3. Contact procedures for aircraft and support agencies.
  - 6.6.4.4. A review of publications and directives available to the SOF.
  - 6.6.4.5. Operation of SOF vehicle (requires a flight line permit/license).
  - 6.6.4.6. Successful handling of an IFE/PL (actual or simulated).
  - 6.6.4.7. Procuring/observing weather (to include forecaster duties and priorities) information.
  - 6.6.4.8. Approach/Departure control information.
  - 6.6.4.9. Tower operations.
  - 6.6.4.10. Conduct a thorough review of CONFERENCE HOTEL Procedures at SharePoint®.
  - 6.6.4.11. **(Added-LAKENHEATH)** Nominee must see an opening and closing tour.
  - 6.6.4.12. **(Added-LAKENHEATH)** Opposite F-15 mission design series (MDS) specific academics.
  - 6.6.4.13. **(Added-LAKENHEATH)** If an actual in-flight emergency (IFE) is not handled during the first supervised tour, the supervising I-SOF will conduct a table top simulated IFE with the upgrading SOF. Signing off the first supervised tour documents accomplishment of this item.
- 6.6.5. Additionally, prior to being certified as a SOF, upgradees will accomplish the following additional training/familiarization items (T-3):
- 6.6.5.1. Crash/fire/rescue operations.
  - 6.6.5.2. Explosive ordnance disposal operations.
  - 6.6.5.3. Airfield Management operations.
  - 6.6.5.4. Command post operations.
  - 6.6.5.5. Airfield Drivers License. **Exception:** N/A if a SOF vehicle is either not provided or there is not a need to drive on the actual airfield environment.
  - 6.6.5.6. Performance aspects and general characteristics of all base assigned aircraft.
  - 6.6.5.7. Accomplish a written examination containing a minimum of 25 questions on SOF duties, procedures and responsibilities. Minimum passing grade is 85 percent with all missed questions reviewed immediately following grading of the exam.
- 6.6.6. The OG/CC will review upgradee training records and approve each upgradee in writing prior to the individual performing SOF duties (T-2).
- 6.6.7. For previously certified SOFs, the OG/CC may waive the upgrade requirements of these paragraphs, but at a minimum, the upgradee will perform at least one supervised

SOF tour with an experienced SOF with emphasis on local procedures (T-3). **EXCEPTION:** SOFs who have lost certification due to N-CMR/N-BMC status IAW **para 6.5.1.2**, but still have currency IAW **para 6.7**. 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 (T-3).

6.6.7. **(LAKENHEATH)** Previously qualified SOFs will, at a minimum, receive training from the SOF Program Manager to include opposite F-15 MDS specific academics and a single supervised tour with an I-SOF.

#### 6.7. Currency/Recurrency.

6.7.1. SOF currency is 90 days. **ANG/AFRC:** 180 days (**AETC ANG/Reserve Associate Instructor Pilots:** 90 days).

6.7.2. Individual squadrons will track SOF currencies (Aviation Resource Management System [ARMS] preferred) (T-3).

6.7.3. To regain currency, as a minimum, accomplish a 1-hour supervised tour with a current and certified SOF.

#### 6.8. Continuation Training (CT):

6.8.1. 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-2). 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 readfile prior to their next SOF duty (T-3).

6.8.2. Annually, all SOFs are required to review applicable SOF guidance and directives as published in this instruction, unit supplement, and the SOF readfile (T-3). 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) (T-3). If unable to attend the OG/CC briefing, SOFs will review briefing minutes posted to the SOF readfile prior to their next SOF duty (T-3).

#### 6.9. Program Administration:

6.9.1. The OG/CC will designate an Office of Primary Responsibility (OPR) for the administration of the program (T-3).

6.9.1.1. **(Added-LAKENHEATH)** OGV is the OPR for all SOF functions.

6.9.1.2. **(Added-LAKENHEATH)** OGV will maintain a SOF and Ops Sup/Top 3 webpage on the OGV SharePoint site where all SOF and Ops Sup/Top 3 checklists will be maintained.

6.9.1.2.1. **(Added-LAKENHEATH)** OGV will be responsible for all Ops Sup/Top 3 contingency checklists only. Squadrons will be responsible for creating their own normal operations checklists.

6.9.1.2.2. **(Added-LAKENHEATH)** All SOF and Ops Sup/Top 3 checklists will be maintained in hard copy in case of a network or power outage.

6.9.1.3. **(Added-LAKENHEATH)** A member of OGV will be the SOF program manager and will be designated as such on a memorandum signed by the OG/CC.

6.9.1.4. **(Added-LAKENHEATH)** OGV will provide template SOF and Ops Sup/Top 3 upgrade memorandums on the OGV SharePoint page.

6.9.2. The OPR will:

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

6.9.2.2. 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.

6.9.2.3. If not retained by the squadron in individual training folders, the OPR retains all original initial certification and continuation training records until the individual PCSs to their next assignment (T-3).

6.9.2.4. Establish standardized procedures throughout the unit for monitoring SOF currencies and continuation training requirements (ARMS preferred) (T-3).

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

6.9.2.6. Post SOF meeting minutes in the SOF readfile within one week of the meeting (T-3).

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

6.9.2.8. Update the SOF library publications when needed (reference **para 6.4.6**) (T-3).

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

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

6.9.2.11. **(Added-LAKENHEATH)** 48 OG/OGV will coordinate with base agencies to ensure SOFs are entered on the tower Unescorted Entry List (UEL) upon 48 OSS tasking.

**7. CONFERENCE HOTEL Procedures.** These procedures make aircraft specialists accessible to the SOF or Ops Sup and aircrew when in-flight situations pose systems-related questions that cannot be answered at the local level. See following SharePoint® link for MDS-specific points of contact: <https://acc.eim.acc.af.mil/org/A3/A3T/A3TV/Reference/CONFERENCEHOTELPROCEDURE/Forms/AllItems.aspx> If unable to access SharePoint®, contact NAF Stan/Eval for assistance.

7.1. CONFERENCE HOTEL Procedures. 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.

7.2. Emergency Assistance Numbers. The contractor, Program Office or AFLCMC numbers at SharePoint® provide a link to the most knowledgeable maintenance and engineering

personnel for each weapons system. Once the terms "placing a CONFERENCE HOTEL call" are expressed, the person receiving the call puts the flying supervisor in contact with the appropriate experts.

7.3. Call Initiation. To initiate CONFERENCE HOTEL, contact the appropriate facility IAW table A1 and provide the following information:

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

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

7.3.3. Type aircraft.

7.3.4. Nature of problem. In all cases, stress to the person(s) contacted that the problem involves an AIRBORNE EMERGENCY and technical assistance is needed.

7.4. Lead MAJCOMs are responsible for keeping CONFERENCE HOTEL information updated. MAJCOMs will check information biannually and update it as needed. When notified that CONFERENCE HOTEL information has changed, Lead MAJCOM must submit the change to ACC/A3TV as soon as possible and no later than 48 hours (T-2).

7.5. 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).

7.6. If units discover updated CONFERENCE HOTEL contact information different from the information in this guidance, they will immediately verify the corrected information and forward it via email through NAF/MAJCOM stan/eval channels to ACC/A3TV (no AF Form 847 required) (T-2).

7.7. Flying units maintain a hardcopy of CONFERENCE HOTEL Contact POC's for aircraft which they routinely operate and conduct quarterly reviews to ensure it is kept up-to-date with the SharePoint® version.

7.8. **(Added-LAKENHEATH)** Local Conference Hotel procedures are contained in the 48 FW SOF Checklist on the OGV SharePoint site.

**8. Unit Supplement.** Each unit will provide a supplement to this instruction that, at a minimum, includes the following items (T-2):

8.1. Unit organization with a designated OPR of the Operations Supervision program (para. 6.9.1.).

8.2. Alternate SOF locations and specific equipment requirements as well as the extent of the unit operations complex for determining Ops Sup duty location. ([para 6.3](#) and [Table 1](#), Note 1 & 3).

8.2. **(LAKENHEATH)** IAW minimum equipment required in paragraph 6.4, the SOF will have a working computer.

8.3. Supervision requirements and duty locations when an functional check flight (FCF) is airborne ([para 3.2](#), Note 1).

8.4. Building and maintenance of a SOF Read File.

8.4. **(LAKENHEATH)** The SOF Read File will be maintained on the OGV SharePoint site. Qualified SOF's will sign off SOF Read File in PEX IAW AFI 11-202 Volume 2 Lakenheath Supplement. No specific Read File format will be prescribed by this instruction.

8.5. Local procedures and checklists for SOFs (reference **Attachment 2**) to include format and content of the daily log (**para 4.3.10**) as well as medium (i.e. electronic, hardcopy, or combination) for the SOF library (**para 6.4.6**).

8.6. Procedures for how deployed units integrate into host unit operations supervision structure.

8.6. **(LAKENHEATH)** Deployed units visiting RAF Lakenheath will coordinate supervision requirements through their host-unit project officer and 48 OG/OGV. If a visiting unit requires operations supervision integration, 48 OG/OGV will draft a letter of agreement (LOA) for 48 OG/CC approval.

8.7. Procedures (pager, phone, radio, etc.) for base C2 personnel to contact unit supervision during flying operations.

8.8. Local CONFERENCE HOTEL procedures.

8.9. Procedures for documenting and correcting Operations Supervision program and equipment deficiencies.

8.9. **(LAKENHEATH)** The SOF Checklist will contain procedures for documenting program and equipment deficiencies.

8.10. Ops Sup/Top 3 qualifications, currencies, upgrade programs, crew rest and maximum duty period (if any).

8.10.1. At a minimum, SQ CC will ensure Ops Sup/Top 3 upgrade consists of at least one supervised tour with an experience Ops Sup/Top 3 with a review of applicable AF, HHQ, and local published guidance relating to the daily operations and supervision of squadron aircraft.

8.10.2. 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-3).

8.11. **ANG/AFRC:** Determination of who (other than the WG/CC or OG/CC), can cancel flying.

8.12. **ANG/AFRC:** Designate both the primary and alternate SOF duty locations (**para 6.3.2**).

8.13. **ANG/AFRC:** 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.

**9. Special provisions for ANG/AFRC and smaller than wing-sized units (e.g. geographically separated units (GSUs)).**

9.1. 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 LOAs/MOAs.

9.2. At the discretion of the OG/CC (or equivalent), more than one supervisory position may be covered by a single supervisor. OG/CC ensures the responsibilities of the SOF position take priority over all other duties and a single Ops Sup will be SOF certified (T-3).

9.3. AFGSC helicopter units and missile wings are considered smaller than wing-sized units.

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

10.1. **(Added-LAKENHEATH)** Unless otherwise specified, the 48 OG/CC is the waiver authority for all provisions of the Lakenheath supplement. Waivers to this supplement will be documented and processed IAW AFI 33-360, *Publications and Forms Management*. Requesters will route waivers through 48 OG/OGV (for information purposes) to the 48 OG/CC (for approval) on an AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, prescribed by AFI 33-360.

JOHN W. RAYMOND, Lt Gen, USAF  
Deputy Chief of Staff, Operations

**(LAKENHEATH)**

EVAN L. PETTUS, Colonel, USAF  
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## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

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(Added-LAKENHEATH) AFI 11-401, *Aviation Management*, 10 December 2010

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

AFI 11-2MDS Volume 1, *MDS-specific Aircrew Training*

AF RDS on the AF Portal at the AFRIMS link, <https://www.my.af.mil/gcss-af61a/afrims/afrims/>

(Added-LAKENHEATH) JP 3-34, *Joint Engineer Operations*, 6 January 2016

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(Added-LAKENHEATH) LAKENHEATHI 11-2F-15V3, *Local Operating Procedures*, 3 February 2017

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

**(Added-LAKENHEATH)** AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

***Abbreviations and Acronyms***

**A/C**—Aircraft

**ACC**—Air Combat Command

**AETC**—Air Education Training Command

**AFB**—Air Force Base

**AFGSC**—Air Force Global Strike Command

**AFMAN**—Air Force Manual

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

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

**AFSOC**—Air Force Special Operations Command

**(Added-LAKENHEATH)** **AGL**—Above Ground Level

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**AOO**—Air operations officer

**ARMS**—Aviation Resource Management System

**(Added-LAKENHEATH)** **ASM**—Activity Security Manager

**ATC**—Air traffic control

**(Added-LAKENHEATH)** **ATIS**—Automatic Terminal Information Service

**BMC**—Basic Mission Capable

**(Added-LAKENHEATH)** **CADS**—Centralized Aviation Data Service

**(Added-LAKENHEATH)** **CCV**—squadron Stan/Eval

**(Added-LAKENHEATH)** **CES/CEF**—48th Civil Engineer Squadron Fire Protection Flight

**(Added-LAKENHEATH)** **CES/CEIE**—48th Civil Engineer Squadron Installation Environmental Flight

**CMR**—Combat Mission Ready

**CT**—Continuation training

**C2**—Command and Control

(Added-LAKENHEATH) **D&D**—Distress and Diversion  
(Added-LAKENHEATH) **DDO**—Duty Desk Officer  
(Added-LAKENHEATH) **DINS**—Defense Internet NOTAM Service  
**DNIF**—Duty not involving flying  
(Added-LAKENHEATH) **DOC**—Current Operations  
(Added-LAKENHEATH) **DOD**—Department of Defense  
(Added-LAKENHEATH) **DOT**—squadron Training office/officer  
**DSN**—Defense switching network  
(Added-LAKENHEATH) **EOD**—Explosive Ordnance Disposal  
(Added-LAKENHEATH) **EPU**—Emergency Power Unit  
**FCF**—Functional check flight  
**FM**—Frequency modulation  
(Added-LAKENHEATH) **FS**—Fighter Squadron  
(Added-LAKENHEATH) **FW**—Fighter Wing  
(Added-LAKENHEATH) **FW/AP**—48th Fighter Wing Advanced Programs  
(Added-LAKENHEATH) **FW/CP**—48th Fighter Wing Command Post  
(Added-LAKENHEATH) **GCI**—Ground Controlled Intercept  
**GSU**—Geographically separated units  
**HF**—High frequency  
**IAW**—In accordance with  
(Added-LAKENHEATH) **ICAO**—International Civil Aviation Organization  
**IFE**—In-flight emergency  
(Added-LAKENHEATH) **ILS**—Instrument Landing System  
(Added-LAKENHEATH) **I-SOF**—Instructor SOF  
(Added-LAKENHEATH) **JP**—Joint Publication  
(Added-LAKENHEATH) **LAKENHEATHI**—Lakenheath Instruction  
(Added-LAKENHEATH) **LAKENHEATHSUP**—Lakenheath Supplement  
**LOA**—Letter of agreement  
(Added-LAKENHEATH) **LOX**—Letter of Certification  
**MAF**—Mobility Air Forces  
**MAJCOM**—Major command  
**MDS**—Mission design series

**(Added-LAKENHEATH) MEDEVAC**—medical evacuation

**(Added-LAKENHEATH) MFR**—Memorandum For Record

**MOA**—Memorandum of agreement

**(Added-LAKENHEATH) MOPP**—Mission Oriented Protective Posture

**(Added-LAKENHEATH) MR**—Mission Ready

**N/A**—Not applicable

**N/R**—Not required

**(Added-LAKENHEATH) NATS**—National Air Traffic Services

**(Added-LAKENHEATH) NAVAID**—Navigational Aid

**N-BMC**—Non-Basic Mission Capable

**N-CMR**—Non-Combat Mission Ready

**(Added-LAKENHEATH) NCOIC**—Noncommissioned Officer in Charge

**(Added-LAKENHEATH) NOTAM**—Notice to Airmen

**(Added-LAKENHEATH) OG/CC**—48th Operations Group Commander

**(Added-LAKENHEATH) OG/OGV**—48th Operations Group Stan/Eval

**OO-ALC**—Ogden Air Logistics Center

**OG/CC**—Operations group commander

**OPR**—Office of primary responsibility

**Ops Sup**—Operations supervisor

**ORM**—Operational Risk Management

**(Added-LAKENHEATH) OSS**—Operations Support Squadron

**(Added-LAKENHEATH) OSS/OSA**—48th Operations Support Squadron Airfield Operations Flight

**(Added-LAKENHEATH) OSS/OSAA**—48th Operations Support Squadron Airfield Management Flight

**(Added-LAKENHEATH) OSS/OSW**—48th Operations Support Squadron Weather Flight

**PACAF**—Pacific Air Forces

**(Added-LAKENHEATH) PEX**—Patriot Excalibur

**PL**—Precautionary landing

**POC**—Point of contact

**(Added-LAKENHEATH) RAF**—Royal Air Force

**(Added-LAKENHEATH) RAPCON**—Radar Approach Control

**RDS**—Records disposition schedule

**RMU**—Runway monitoring unit

**RPA**—Remotely piloted aircraft

**(Added-LAKENHEATH) RQS**—56th Rescue Squadron

**RSU**—Runway supervisory unit

**(Added-LAKENHEATH) SAAM**—Special Assignment Airlift Mission

**SARM**—Squadron Aviation Resource Management

**SFA**—Single frequency approach

**SOF**—Supervisor of flying

**SQ/CC**—Squadron Commander

**(Added-LAKENHEATH) SQ/DO**—Squadron Operations Officer

**(Added-LAKENHEATH) STANTA**—Stanford Training Area

**(Added-LAKENHEATH) TACAN**—Tactical Air Navigation

**TACC**—Tanker Airlift Control Center

**TO**—Technical Order

**Top 3**—Another term for Operations Supervisor

**UAS**—Unmanned Aircraft System

**(Added-LAKENHEATH) UEL**—Unescorted Entry List

**UHF**—Ultra high frequency

**USAF**—United States Air Force

**USAFE**—United States Air Force in Europe

**VHF**—Very high frequency

**WG**—Wing

**WG/CC**—Wing commander

### *Terms*

**(Added-LAKENHEATH) Aircraft Arresting Barrier**—A device, not dependent on an aircraft-arresting hook, used to stop an aircraft by absorbing its forward momentum in an emergency landing or an aborted takeoff.

**(Added-LAKENHEATH) Aircraft Recall**—Instructing all local aircraft to return to base immediately.

**(Added-LAKENHEATH) Chemical Gear**—A clothing ensemble designed to protect the wearer from nuclear, biological and chemical contaminants.

**(Added-LAKENHEATH) Currency**—Aircrew who have performed duties within a specified period.

**(Added-LAKENHEATH) Duty Desk**—The command and control area for flying operations in each squadron.

**(Added-LAKENHEATH) Exercise**—(DOD) A military maneuver or simulated wartime operation involving planning, preparation, and execution that is carried out for the purpose of training and evaluation. Source: JP 3-34.

**(Added-LAKENHEATH) Letter of Certification**—Squadron Aircrew Qualification Letter. Also called Letter of X's.

**(Added-LAKENHEATH) Non-player**—An individual who is exempt from exercise tasking(s).

**(Added-LAKENHEATH) Notice to Airmen**—A notice containing information concerning the establishment, condition, or change in any aeronautical facility, service, procedures, or hazard, the timely knowledge of which is essential to personnel concerned with flight operations. Also called NOTAM.

**(Added-LAKENHEATH) RAPCON**—A fixed, mobile, or transportable RADAR facility that provides approach control service using surveillance RADAR.

**(Added-LAKENHEATH) Read File**—Items of interest or information pertaining to duties.

**(Added-LAKENHEATH) Recovery**—(DOD) In air (aviation) operations, that phase of a mission that involves the return of an aircraft to a land base or platform afloat. Source: JP 3-52.

**(Added-LAKENHEATH) Station**—A general term meaning any military or naval activity at a fixed land location.

## Attachment 2

**SOF PROCEDURAL/EMERGENCY CHECKLIST**

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

**Table A2.1. SOF Procedural/Emergency Checklist.**

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

15	Hung ordnance
16	Bird condition
17	Controlled jettison
18	Hydrazine spill/exposure
19	Hot brakes
20	Suspected Lasing Incident
21	Aircraft crash
22	Alert force exercise/scramble (if applicable)
23	Contractor/depot emergency telephone numbers
24	Telephone numbers for applicable regional SOFs
25	Telephone numbers for local Federal Aviation Administration (FAA) flight service (if OCONUS, 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

**A2.2. (Added-LAKENHEATH) SOF Checklist Contents.** The SOF Checklist will be maintained on the OGV SharePoint site and contain, at a minimum, the following checklists. Changes to the checklist will be disseminated by SOF read file. Amplifying information, guidance, and sub-checklists are provided below. The order of these checklists as presented below does not necessarily reflect how they must be organized in SOF Checklist.

**A2.2.1. (Added-LAKENHEATH) Normal procedures.**

**A2.2.1.1. (Added-LAKENHEATH) Opening SOF Checklist.**

**A2.2.1.1.1. (Added-LAKENHEATH) 48 OSS/OSAA will provide the SOF with the DINS and NATS NOTAM's.**

**A2.2.1.1.2. (Added-LAKENHEATH) The SOF is responsible for updating NOTAM's throughout the day.**

**A2.2.1.2. (Added-LAKENHEATH) Changeover SOF Checklist.** Prior to reporting to the tower for SOF changeover, the incoming SOF will visit 48 OSS Airfield Operations Flight (48 OSS/OSA) and 48 OSS Weather Flight (48 OSS/OSW) for face-to-face briefings.

A2.2.1.3. **(Added-LAKENHEATH)** Mid-Tour SOF Checklist.

A2.2.1.4. **(Added-LAKENHEATH)** 48 OG/CC notification.

A2.2.1.5. **(Added-LAKENHEATH)** F-15E Runway Surface Condition considerations.

A2.2.1.6. **(Added-LAKENHEATH)** Booking and determining an alternate.

A2.2.1.6.1. **(Added-LAKENHEATH)** In cases where home station weather requires an alternate, but weather is forecast to be equal to or better than 1,000 foot ceiling and 3.2 kilometers (2 statute miles) visibility during the time of flight affected plus one hour, the SOF may book a single alternate regardless of available ramp space or other factors that would typically prohibit that alternate from absorbing large numbers of F-15's.

A2.2.1.6.2. **(Added-LAKENHEATH)** The OG/CC is the approval authority for this action.

A2.2.1.7. **(Added-LAKENHEATH)** Fuel dumping.

A2.2.1.7.1. **(Added-LAKENHEATH)** In the event of in-flight fuel dumping less than 10,000 feet Above Ground Level (AGL) and over land, annotate the approximate location, duration, altitude, and weight/volume of fuel dumping in the SOF tour report.

A2.2.1.7.2. **(Added-LAKENHEATH)** Contact 48th Civil Engineer Squadron Installation Environmental Flight (48 CES/CEIE) to report all fuel dumping.

A2.2.1.8. **(Added-LAKENHEATH)** Exercise Checklist.

A2.2.2. **(Added-LAKENHEATH)** Abnormal procedures.

A2.2.2.1. **(Added-LAKENHEATH)** Emergency determination.

A2.2.2.2. **(Added-LAKENHEATH)** SOF Emergency Action Checklist.

A2.2.2.3. **(Added-LAKENHEATH)** SOF Emergency Action Worksheet.

A2.2.2.4. **(Added-LAKENHEATH)** Runway closure (cable engagement).

A2.2.2.5. **(Added-LAKENHEATH)** Divert.

A2.2.2.6. **(Added-LAKENHEATH)** Weather recall.

A2.2.2.7. **(Added-LAKENHEATH)** Alternate change/unforecasted alternate.

A2.2.2.8. **(Added-LAKENHEATH)** Accountability check.

A2.2.2.9. **(Added-LAKENHEATH)** Aircraft dispersal.

A2.2.2.10. **(Added-LAKENHEATH)** Runway change.

A2.2.2.11. **(Added-LAKENHEATH)** Anti-hijacking.

A2.2.2.12. **(Added-LAKENHEATH)** LANTIRN pod damage.

A2.2.2.13. **(Added-LAKENHEATH)** Alternate SOF Location Checklist.

A2.2.2.14. **(Added-LAKENHEATH)** Controlled bailout.

- A2.2.2.15. **(Added-LAKENHEATH)** Hung ordnance.
- A2.2.2.16. **(Added-LAKENHEATH)** Bird Watch procedures.
- A2.2.2.17. **(Added-LAKENHEATH)** Controlled jettison.
- A2.2.2.18. **(Added-LAKENHEATH)** Hydrazine/Emergency Power Unit (EPU) Firing (F-16 specific).
- A2.2.2.19. **(Added-LAKENHEATH)** Hot Brake Checklist.
- A2.2.2.20. **(Added-LAKENHEATH)** Crash response.
- A2.2.2.21. **(Added-LAKENHEATH)** Lightning within 5 nautical miles.
- A2.2.2.22. **(Added-LAKENHEATH)** Special Assignment Airlift Mission (SAAM).
- A2.2.2.23. **(Added-LAKENHEATH)** Ground laser incident.
- A2.2.2.24. **(Added-LAKENHEATH)** Quiet hours procedures.
- A2.2.2.25. **(Added-LAKENHEATH)** Flying window extension.
  - A2.2.2.25.1. **(Added-LAKENHEATH)** Flying window extensions will be initiated by squadron ops sups. The SOF will coordinate for fixed wing aircraft extension requests. The 56 RQS Ops Sup will coordinate for rotary wing requests.
  - A2.2.2.25.2. **(Added-LAKENHEATH)** Coordinating agencies include the tower watch supervisor, RAPCON supervisor, 48 OSS/OSAA, 48 OSS/OSW, and 48 CES Fire Protection Flight (48 CES/CEF).
  - A2.2.2.25.3. **(Added-LAKENHEATH)** The OG/CC is the final approval authority for flying window extensions. Notify the 48 FW/CP of any extension.
- A2.2.2.26. **(Added-LAKENHEATH)** Visiting/transient aircraft procedures.
- A2.2.2.27. **(Added-LAKENHEATH)** CV-22 medical evacuation (MEDEVAC) procedures.
- A2.2.2.28. **(Added-LAKENHEATH)** STANTA active to 7500 feet/Tactical Air Navigation (TACAN) ALPHA procedures.
- A2.2.2.29. **(Added-LAKENHEATH)** Conference Hotel procedures.
- A2.2.2.30. **(Added-LAKENHEATH)** Active Shooter/Operation Lockdown.
- A2.2.2.31. **(Added-LAKENHEATH)** Drone sightings.

A2.2.3. **(Added-LAKENHEATH)** The SOF Checklist will also contain information on computer setup, equipment troubleshooting and reporting, SOF program shortfalls, and any other administration required for operation.

**A2.3. (Added-LAKENHEATH) SOF Daily Activity Report.** At a minimum, the SOF report will include the following:

A2.3.1. **(Added-LAKENHEATH)** Blocks for: Date, SOF's rank and last name (up to six changeovers), latest SOF Read File number, tour start time, tour stop time, Navigational Aid (NAVAID), Instrument Landing System (ILS) and TACAN status, cable status, telephone status, computer status, radio status, bird watch condition, alternate status (time, runway

number, and airfield), event narrative (time, call sign, aircraft type, tail number, type of event, termination time), comments for the SOF program manager, extensions, waivers, administration, and the closing SOF's original or digital signature.

A2.3.2. **(Added-LAKENHEATH)** The following are additional requirements for home station operations (off station, as available): SOF links (wing/squadron flying schedule, base and local area weather, applicable NOTAM's, and 21st Operational Weather Squadron), and International Civil Aviation Organization (ICAO) identifier list of 48 FW alternate and emergency airfields.

**Attachment 3****SUPERVISOR OF FLYING CHECKLIST GUIDE**

**A3.1. Normal Procedures. Note:** This checklist is an example of a normal checklist. Actual local checklist contents are at the discretion of the OG/CC.

A3.1.1. Report to duty location 30 minutes prior to first scheduled takeoff.

A3.1.2. Review and sign off Flight Crew Information File/SOF read file.

A3.1.3. Review daily flying schedule.

A3.1.4. Ensure all ramps, taxiways, runways and appropriate areas are inspected before the first flight of the day (visual inspection by the SOF is not required if airfield management has performed the inspection).

A3.1.5. Inspect SOF kit and equipment for currency/operation.

A3.1.6. Obtain current information on:

A3.1.6.1. Weather:

A3.1.6.1.1. Local

A3.1.6.1.2. Divert bases

A3.1.6.1.3. Operating areas and ranges

A3.1.6.1.4. Low-level routes

A3.1.6.2. Airfield Status (Local and Divert Bases):

A3.1.6.2.1. Active runway

A3.1.6.2.2. Barriers

A3.1.6.2.3. Runway condition reading

A3.1.6.2.4. Notices to Airman

A3.1.6.2.5. Navigational aids

A3.1.6.2.6. Airfield lighting

A3.1.6.2.7. Bird activity

A3.1.6.2.8. Emergency response vehicle status

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

**Attachment 4 (Added-LAKENHEATH)****OPERATIONS SUPERVISOR/TOP 3 UPGRADE (ADDED)****A4.1. (Added-LAKENHEATH) Certification:**

A4.1.1. **(Added-LAKENHEATH)** SQ/CC's and Operations Officers (SQ/DO) are automatically qualified to perform Ops Sup/Top 3 duties upon the assumption of those positions.

A4.1.2. **(Added-LAKENHEATH)** Ops Sup/Top 3 nominees will be Mission Ready (MR) in their unit's aircraft. The SQ/CC may approve an exception to this requirement based on previous experience and familiarity with local airspace. Document this by Memorandum For Record (MFR) and archive in the nominee's gradebook.

A4.1.3. **(Added-LAKENHEATH)** Any qualified Ops Sup/Top 3 may upgrade aircrew to the position.

A4.1.4. **(Added-LAKENHEATH)** There is no Ops Sup/Top 3 currency.

**A4.2. (Added-LAKENHEATH) Certification Program.**

A4.2.1. **(Added-LAKENHEATH)** Upgrade documentation will be on the upgrade template memorandum provided by OGV on OGV's SharePoint site. Memorandums will be archived in the aircrew member's gradebook.

A4.2.2. **(Added-LAKENHEATH)** Upon entering the Ops Sup/Top 3 upgrade, the member will enter a "T" in the appropriate column on the unit's Letter of Certification (LOX). The "T" will be changed to an "X" upon completion of the upgrade IAW AFI 11-202 Volume 2 Lakenheath Supplement.

A4.2.3. **(Added-LAKENHEATH)** The upgrade flow will be:

A4.2.3.1. **(Added-LAKENHEATH)** Interview by the SQ/CC on Ops Sup/Top 3 responsibilities.

A4.2.3.2. **(Added-LAKENHEATH)** Vault security training from the squadron Activity Security Manager (ASM).

A4.2.3.3. **(Added-LAKENHEATH)** Review of: AFI 11-202 Volume 3, *General Flight Rules*; AFI 11-2MDSV3, AFI 11-418 Lakenheath Supplement, AFI 11-401, *Aviation Management*; and Lakenheath Instruction (LAKENHEATHI) 11-2F-15V3.

A4.2.3.4. **(Added-LAKENHEATH)** Two supervised Ops Sup/Top 3 tours (one opening and one closing) which will last a minimum of one hour and included the following.

A4.2.3.4.1. **(Added-LAKENHEATH)** Opening procedures.

A4.2.3.4.2. **(Added-LAKENHEATH)** Closing procedures.

A4.2.3.4.3. **(Added-LAKENHEATH)** Checklist review.

A4.2.3.4.4. **(Added-LAKENHEATH)** Explosive Ordnance Disposal (EOD) report and OG daily indicator slide review.

- A4.2.3.4.5. **(Added-LAKENHEATH)** Communications and equipment procedures.
  - A4.2.3.4.6. **(Added-LAKENHEATH)** Aircrew step, launch, and recovery procedures.
  - A4.2.3.4.7. **(Added-LAKENHEATH)** Contingency, quick reaction, and conference hotel checklists and procedures.
  - A4.2.3.4.8. **(Added-LAKENHEATH)** Review procedures for weather, NOTAM's, Centralized Aviation Data Service (CADS), royals, and daily flying information.
  - A4.2.3.4.9. **(Added-LAKENHEATH)** Briefing by Squadron Aviation Resource Management (SARM) Noncommissioned Officer in Charge (NCOIC).
- A4.2.4. **(Added-LAKENHEATH)** The SQ/CC will sign the upgrade memorandum upon completion of all required item. The OG/CC will also sign the memorandum if required by **paragraph 2.2.**