

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



AIR FORCE INSTRUCTION 11-418

14 OCTOBER 2015

**MOUNTAIN HOME AIR FORCE BASE
Supplement**

25 APRIL 2017

Flying Operations

OPERATIONS SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: ACC/A3TV

Certified by: AF/A35
(Maj Gen Martin Whelan)

Supersedes: AFI11-418, 15 September
2011

Pages: 25

(MOUNTAINHOMEAFB)

OPR: 366 OG/OGV

Certified by: 366 OG/CC
(Col Brian P. McCarthy)

Supersedes: AFI11-
418_MOUNTAINHOMEAFBSUP,
4 June 2012

Pages: 6

This instruction implements AFD 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). 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.

(MOUNTAINHOMEAFB) Air Force Instruction (AFI) 11-418, 14 October 2015, is supplemented as follows. This supplement implements and extends the guidance of AFI 11-418, as it relates to the Supervisor of Flying (SOF) and Operations Supervisor (Ops Sup) at Mountain Home AFB, ID. This supplement applies to all 366 OG flying squadrons. Refer recommended changes to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

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®.

(MOUNTAINHOMEAFB) This document has been substantially revised and must be completely reviewed. Major changes include modifications to section 3, incorporation of 428 FS specific guidance, and the removal of the SOF vehicle requirement.

1.	General.....	3
2.	Functions:.....	4
3.	Operations.....	4
Table 1.	Minimum Flying Unit Supervision Requirements.....	6
Table 2	(Added-MOUNTAINHOMEAFB) Minimum Flying Unit Supervision Requirements.	6
4.	Responsibilities:.....	7
5.	Handling of In-Flight Emergencies:	10
6.	SOF Guidance.....	11
7.	CONFERENCE HOTEL Procedures.	17
8.	Unit Supplement.	18
9.	Special provisions for ANG/AFRC and smaller than wing-sized units (e.g.	19
10.	Waivers.	19
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		20
Attachment 2— SOF PROCEDURAL/EMERGENCY CHECKLIST		23
Attachment 3— SUPERVISOR OF FLYING CHECKLIST GUIDE		25

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).

1.2. 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).)

2.1.2. **(Added-MOUNTAINHOMEAFB)** A 428 FS SOF will not act as SOF for USAF flying operations. USAF SOFs may be the SOF during 428 FS flying operations.

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-MOUNTAINHOMEAFB)** The OG/CC delegates the approval authority to choose “other individuals deemed qualified” for Ops Sup/Top 3 duty to the respective SQ/CCs.

2.2.3. **(Added-MOUNTAINHOMEAFB)** Each 366 OG flying squadron will be responsible for the creation and content of the Ops Sup/Top 3 upgrade checklist IAW paragraph 8.10. Upon completion of the upgrade, the squadron will enter the individual as an Ops Sup/Top 3 on the squadron “Letter of Xs”, and file the completed checklist in the individual’s gradebook.

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).

3.1.1.1. **(Added-MOUNTAINHOMEAFB) Daily Flying Operations.** This includes all fighter operations planned to either takeoff or land at Mountain Home AFB.

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.

3.2. **Minimum Supervision Requirements** . These are outlined in [Table 1](#) for each type of operation.

3.2.1. **(Added-MOUNTAINHOMEAFB) Duty Location** . The normal duty location for the SOF and minimum flying unit supervision requirements are depicted in Table 2. (Added-MOUNTAINHOMEAFB). Any change to the SOF location requires OG/CC approval.

3.2.2. **(Added-MOUNTAINHOMEAFB)** An FCF flight itself does not require a SOF, as long as the FCF flight and any other Daily Flying Operations meet the requirements for reduced flying operations.

3.2.3. **(Added-MOUNTAINHOMEAFB) Visiting Units.** Ops Sup and SOF requirements for units visiting Mountain Home AFB will be IAW regulations applicable to that unit (i.e., AFI 11-418 for USAF units, Naval Regulations for Navy units, etc.). Visiting units which do not require a SOF will not count towards the total number of fighter aircraft in Table 2. (Added-MOUNTAINHOMEAFB).

3.2.3.1. **(Added-MOUNTAINHOMEAFB)** For visiting units requiring a SOF, units will schedule their own SOF when flying outside the 366 FW Flying Window or when a 366 SOF is not scheduled.

3.2.3.2. **(Added-MOUNTAINHOMEAFB)** Prior to performing SOF duty, visiting SOFs will receive a briefing and training from 366 OG/OGV on Mountain Home SOF procedures and equipment.

3.2.3.3. **(Added-MOUNTAINHOMEAFB)** Visiting SOFs needing access to the Control Tower will provide 366 OG/OGV with an entry access list which includes last name, first name, middle initial, rank, and last 4 digits of social security number.

3.2.3.4. **(Added-MOUNTAINHOMEAFB)** Visiting units will provide their SOFs with publications for use in the Control Tower if necessary.

3.2.3.5. **(Added-MOUNTAINHOMEAFB)** Visiting units will provide the 366 SOF with contact information for their operations desk. Visiting units will have an operations supervisor or other qualified person on duty to provide assistance to airborne aircraft with emergencies.

3.2.4. **(Added-MOUNTAINHOMEAFB)** Base C2 personnel will primarily contact the SOF via landline (366 OG/OGV or 366 FW/CP can provide a number) or via LMR, call sign "Shotgun." Base C2 personnel will contact unit supervision via landline.

3.3. **(Added-MOUNTAINHOMEAFB) SOF Scheduling.** SOF scheduling is the responsibility of the individual flying squadrons in coordination with 366 OSS wing scheduling.

Table 1. Minimum Flying Unit Supervision Requirements.

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

Table 2 (Added-MOUNTAINHOMEAFB) Minimum Flying Unit Supervision Requirements.

Type of Operation		SOF Location	Ops Sup Location
Daily Flying Operations	Any USAF aircraft w/ ≥ 5 or more fighter aircraft ¹	Control Tower	Squadron
	Only RSAF aircraft w/ ≥ 5 or more fighter aircraft ¹	428 FS Ops Desk	Squadron
	≤ 4 fighter aircraft ¹	Not required	Squadron

Notes:

1. Operations by visiting units which do not require a SOF will not count towards the total number of fighter aircraft.

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).

4.3.1.1. **(Added-MOUNTAINHOMEAFB)** Opening SOFs will arrive at the duty location no later than 1.5 hours prior to the first scheduled takeoff. It is the responsibility of the SOF to know the first scheduled takeoff time for the wing.

4.3.1.2. **(Added-MOUNTAINHOMEAFB)** If a SOF is required, the Tower Watch Supervisor will not allow takeoffs until a SOF is present in the Control Tower. If a SOF is not on duty when required, the Tower Watch Supervisor will follow guidance in the SOF/ATC Coordination Operations Letter.

4.3.1.3. **(Added-MOUNTAINHOMEAFB)** A 428 FS SOF may be scheduled as SOF for 428 FS flying operations at the beginning of the flying window before USAF aircraft are flying. The subsequent USAF SOF will report to the Control Tower IAW [paragraph 4.3.1.1](#).

4.3.1.4. **(Added-MOUNTAINHOMEAFB)** USAF SOFs will not hand off SOF duties to a 428 FS SOF if there is a break in USAF flying during the flying window.

4.3.1.5. **(Added-MOUNTAINHOMEAFB)** If there is a break in ALL Daily Flying Operations, and no SOF is required, the SOF may leave the duty location, but must return NLT 45 minutes prior to the next takeoff. While away from the duty location, the SOF will be reachable via LMR or phone. Prior to departing the duty location the

SOF will ensure the OG/CC, command post, and the Tower Watch Supervisor know how to reach the SOF. If SOF changeover occurs during the break, the preceding SOF will coordinate show time and changeover brief with the incoming SOF.

4.3.1.6. **(Added-MOUNTAINHOMEAFB)** When the 428 FS is flying the last go of the day, upon completion of USAF flying for the day, the USAF SOF may hand off SOF duties to the scheduled 428 FS SOF. USAF SOFs will wait to handoff duties until all USAF aircraft are shutdown. If the USAF SOF is still awaiting additional information about an emergency, incident, or early return, the SOF will delay handoff to the 428 FS until that incident is resolved.

4.3.1.7. **(Added-MOUNTAINHOMEAFB)** In the event of USAF flying cancellations or drastic schedule changes, a USAF SOF who is scheduled to cover a flying period that includes 428 FS flying must still cover any 428 FS flying during that period unless previous coordination with the 428 FS occurs. It cannot be assumed that a qualified SOF is available in the 428 FS unless the 428 FS is assigned a period on the wing SOF schedule.

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).

4.3.7.1. **(Added-MOUNTAINHOMEAFB)** If the divert or alternate changes, SOFs will coordinate with the Tower Watch Supervisor to transmit the change on guard. The SOF, through the Tower Watch Supervisor will ensure ATIS is updated to reflect the change.

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.

4.3.10.1. **(Added-MOUNTAINHOMEAFB) SOF Daily Report.** 366 OG/OGV will maintain the SOF Daily Report in electronic format. The content of the report will include information about the airfield status during the flying period and information about emergencies, incidents, or other notable events that occurred.

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.

4.4. 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
- 4.4.8. 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.
 - 4.4.8.1. **(Added-MOUNTAINHOMEAFB) Ops Sup/Top 3 Log.** Each 366 OG flying squadron will create a Top 3 log in electronic or paper format. The content of the log will include notes about aircraft for the flying schedule and training focus for the flying period. The Ops Sup/Top 3 will document any equipment deficiencies in the log and Top 3s will take action to correct those deficiencies.
- 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.

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.
 - 5.1.1.1. **(Added-MOUNTAINHOMEAFB)** SOF will monitor SFA when aircraft are recovering with an emergency. Communication with the emergency aircraft will occur on the SOF frequency unless ATC approves communication over the SFA or other ATC frequency.
 - 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.

5.1.9. **(Added-MOUNTAINHOMEAFB)** SOFs and ATC personnel will reference the most current SOF/ATC Coordination Operations Letter for additional agreements in place for emergencies and general airfield operations.

5.1.10. **(Added-MOUNTAINHOMEAFB)** Do not change SOFs during an IFE. The incoming SOF will assist the current SOF until the emergency is terminated.

5.1.11. **(Added-MOUNTAINHOMEAFB)** The SOF has overall coordination control of all aircraft emergencies. Aircrew must not use their squadron Ops Sup/Top 3 as primary coordinators for emergencies.

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).

6.3. Duty Location:

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

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:

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

6.3.2.2. The unit dispatch desk.

6.3.2.3. The command post.

6.3.2.4. **(Added-MOUNTAINHOMEAFB)** The alternate duty locations are any squadron operations desk or 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).

6.4.3.1. **(Added-MOUNTAINHOMEAFB)** 366 OG/OGV will maintain SOF checklists electronically and provide a hard copy backup in the Control Tower.

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).

6.4.6.1. **(Added-MOUNTAINHOMEAFB)** The primary format of the SOF library will be electronic. 366 OG/OGV will maintain hard copy backups in the Control Tower.

6.4.6.2. **(Added-MOUNTAINHOMEAFB)** The SOF will transport the hard copy backup of the items listed in [paragraph 6.4](#) in the event the SOF proceeds to an alternate location.

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).

6.5.1.2. **(Added-MOUNTAINHOMEAFB)** Aircrew nominated for SOF certification will be experienced (IAW [paragraph 1.3](#)). Flight lead status will not be a limiting factor when nominating a pilot for SOF certification. Aircrew will be on station for 3 months prior to being nominated for SOF certification.

6.5.1.3. **(Added-MOUNTAINHOMEAFB)** Aircrew who are N-CMR or N-BMC for lookback reasons are approved by the 366 OG for SOF duties. Other long term N-CMR, N-BMC reasons (179/365 TDY, DNIF, etc.) will be approved on a case by case basis.

6.5.1.4. **(Added-MOUNTAINHOMEAFB)** Only a current instructor SOF, noted on the squadron letter of Xs, may upgrade aircrew to SOF.

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 individual's 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).

6.6.1.1. **(Added-MOUNTAINHOMEAFB)** The SOF Certification Checklist will be maintained electronically by 366 OG/OGV. Completion of the SOF certification program will be documented on this checklist. The appropriate SQ/CC will sign the completed checklist prior to the OG/CC interview and briefing, who will sign after completion of the interview and briefing. The squadron will then enter the individual as a SOF on the squadron "Letter of Xs", and file the completed checklist in the individual's gradebook.

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. **(MOUNTAINHOMEAFB)** An experienced SOF is defined as any SOF who has performed 5 SOF tours. SQ/CCs must nominate instructor SOFs from experienced SOFs. Upon nomination, squadrons must complete an Instructor SOF Letter, which is maintained electronically by 366 OG/OGV for each instructor SOF. After completion of the letter, the unit must update the "Letter of Xs" before the instructor SOF may upgrade new SOFs.

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®.

6.6.5. 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).

6.6.7.1. **(Added-MOUNTAINHOMEAFB)** Previously certified SOFs will perform at least one supervised tour which includes familiarization with local SOF equipment and radios, Control Tower operations, and local publications and directives available to the SOF. Previously certified SOFs will accomplish the SOF test.

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).

6.7.2.1. **(Added-MOUNTAINHOMEAFB)** SOFs will log SOF tours in PEX. SOF currencies will be monitored by individual squadrons with SOF currency printed on the ARMS flying currency print outs. 366 OG/OGV will monitor CT currency through semi-annual SOF meeting attendance rosters and the SOF Read File sign-off log.

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-MOUNTAINHOMEAFB)** The 366 OG designates 366 OG/OGV as the OPR for the administration of the SOF program.

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).

6.9.3. (Added-MOUNTAINHOMEAFB) SOF Read File. 366 OG/OGV will coordinate, publish, and maintain SOF Read Files. SOF Read Files will be signed by the 366 OG/CC. SOF Read Files will contain pertinent information for SOFs which is temporary in nature and contributes to effective flying operations.

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.

7.1.1. (Added-MOUNTAINHOMEAFB) CONFERENCE HOTEL Procedures. Reference the SOF checklist for specifics on local procedures.

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.

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).

8.3. 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.

8.5. 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.

8.7. 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.

8.10. 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.

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

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

AFI 33-360, *Publication and Forms Management*, 25 September 2013

AFPD 11-4, *Aviation Service*, 01 September 2004

AFI 11-202 Volume 3, *General Flight Rules*, 07 November 2014

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/>

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

A/C—Aircraft

(Added-MOUNTAINHOMEAFB) **366 FW/CP**—366th Fighter Wing Command Post

(Added-MOUNTAINHOMEAFB) **366 OG/OGV**—366th Operations Group Standardization and Evaluation

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

AFSOC—Air Force Special Operations Command

AMC—Air Mobility Command

ANG—Air National Guard

AOO—Air operations officer

ARMS—Aviation Resource Management System

ATC—Air traffic control

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

BMC—Basic Mission Capable

CMR—Combat Mission Ready

CT—Continuation training

C2—Command and Control

DNIF—Duty not involving flying

DSN—Defense switching network

FCF—Functional check flight

FM—Frequency modulation

GSU—Geographically separated units

HF—High frequency

IAW—In accordance with

IFE—In-flight emergency

(Added-MOUNTAINHOMEAFB) LMR—Land Mobile Radio

LOA—Letter of agreement

MAF—Mobility Air Forces

MAJCOM—Major command

MDS—Mission design series

MOA—Memorandum of agreement

N/A—Not applicable

N/R—Not required

N-BMC—Non-Basic Mission Capable

N-CMR—Non-Combat Mission Ready

OO-ALC—Ogden Air Logistics Center

OG/CC—Operations group commander

OPR—Office of primary responsibility

Ops Sup—Operations supervisor

ORM—Operational Risk Management

PACAF—Pacific Air Forces

(Added-MOUNTAINHOMEAFB) PEX—Patriot Excalibur Software

PL—Precautionary landing

POC—Point of contact

RDS—Records disposition schedule

RMU—Runway monitoring unit

RPA—Remotely piloted aircraft

RSU—Runway supervisory unit

SARM—Squadron Aviation Resource Management

SFA—Single frequency approach

SOF—Supervisor of flying

SQ/CC—Squadron Commander

TACC—Tanker Airlift Control Center

TO—Technical Order

Top 3—Another term for Operations Supervisor

UAS—Unmanned Aircraft System

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

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.

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	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

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.