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

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(NELLISAFB) Air Force Instruction (AFI) 11-418, *Operations Supervision*, is supplemented as follows: This instruction establishes the responsibilities, requirements, procedures and training for the supervision of flying operations. This supplement applies to all flying units assigned or TDY to Nellis Air Force Base (NAFB) including Air National Guard (ANG) and Air Force Reserve Command (AFRC) personnel integrated with Active Duty forces. It does not apply to Civil Air Patrol (CAP) or Geographically Separated Units (GSUs) at other bases, who will comply with the host base/wing operations supervision program. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

The publication has been revised to align the waiver authority statements (e.g., “T-1,” “T-2”.) The format was changed to chapters affecting the paragraph numbering, and includes many other administrative changes. Additions to **Chapter 6** address new training requirements. **Chapter 9** was deleted and the information moved to **paragraph 1.4**. This publication should be completely reviewed.

(NELLISAFB) Significant changes have been made to the entire document. Review document in full.

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Chapter 1

PROGRAM OVERVIEW

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

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

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

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

Chapter 2

ROLES AND RESPONSIBILITIES

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

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

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

2.2.2. Will ensure tenant flying units use host/tenant memorandum of agreement/letter of agreement to avoid duplication of effort. **(T-2)**

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

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

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

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

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

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

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

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

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

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

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

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

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

2.2.14. **(Added-NELLISAFB)** OG/CC will designate “brick-holders” in accordance with the NAFB Flying Supervision designee program. 57 OG is the OPR for brick-holder training. Brick-holder schedule is available on the 57 OG sharepoint at <https://usaf.dps.mil/sites/57WG/57OG/default.aspx?RootFolder=%2Fsites%2F57WG%2F57OG%2FShared%20Documents%2FOG%20Brick%20Schedule&FolderCTID=0x012000E97E14B09B61BE40BBBF6C819A6BA21A&View=%7B9AE69C0D%2DEAAD%2D4043%2DB313%2D94AE56B69E14%7D>.

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

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

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

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

2.3.3.1. **(Added-NELLISAFB)** Ensure that unit Ops Sup/SDO has two-way radio capability for providing assistance or direction to airborne aircraft.

2.3.3.2. **(Added-NELLISAFB)** Ensure designated Ops Sups/SDOs are trained and familiar with local unit operations, operating and training areas, unit communications capabilities (both wing and aircraft communication nets), unit flying operations procedures and restrictions, local scheduling requirements, and local plans/quick reaction checklists.

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

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

2.4.2. The SOF will:

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

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

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

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

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

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

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

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

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

2.4.2.10. **(Added-NELLISAFB)** The NAFB SOF may hold, recall, or divert aircraft IAW NAFB 11-250. When a decision is made to divert aircraft, notify the brick-holder and affected units when time and conditions permit. The SOF will contact 88 TES Ops Sup and 34 WPS Ops Sup to determine proper course of action for helicopter divers or recoveries in marginal weather prior to directing a divert or attempting to keep the helicopters on the ground for winds or adverse weather.

2.4.2.11. **(Added-NELLISAFB)** The SOF will review the local flying schedule to become familiar with all missions scheduled during their shift. This includes sorties flown in conjunction with a RED FLAG, GREEN FLAG, NEPTUNE exercises, 422 TES, 64th Aggressor Squadron (AGRS), 65th Aggressor Squadron (AGRS), USAFADS, WPS or other missions generated from NAFB.

2.4.2.12. **(Added-NELLISAFB)** The opening NAFB SOF will receive a briefing from the tower Watch Supervisor regarding field status and obtain a hard copy of the Patriot Excalibur (PEX) daily flying schedule. The opening SOF will check the Notice to Air Missions (NOTAMs) for Nellis and any divert fields at <https://www.daip.jcs.mil/daip/mobile/index>. Additionally, the opening SOFs will contact 57 OSS/Weather (OSW) at DSN 682-4744 or 682-8868 for a telephonic weather brief while reviewing the 57 OSS/OSW sharepoint at https://usaf.dps.mil/sites/57WG/57OG/57_Operations%20Support%20Squadron/OSW/MEF/Forms/AllItems.aspx for an electronic copy of pertinent weather data. SOF publications are maintained on the 57 WG/WGV sharepoint at <https://usaf.dps.mil/sites/57WG/57%20WG%20Stan&Eval> as well as the SOF EFB.

2.4.2.13. **(Added-NELLISAFB)** SOFs will post the Airfield Status on the SOF OneNote at [https://usaf.dps.mil/o:r/sites/57WG/A3-0ps/_layouts/15/Doc.aspx?sourcedoc=%7B26ad78fb-2772-45df-9e79-da4d271e559a%7D&action=edit&wd=target\(SOF.one%7C3a33cb10-65bd-4cce-994b-ab8c0fd7b9e6%2F12%20Apr%2023%2C%201629L%7C776dbaa5-6e04-419b-a1ee-251b4750c4b2%2F\)&wdorigin=NavigationUrl](https://usaf.dps.mil/o:r/sites/57WG/A3-0ps/_layouts/15/Doc.aspx?sourcedoc=%7B26ad78fb-2772-45df-9e79-da4d271e559a%7D&action=edit&wd=target(SOF.one%7C3a33cb10-65bd-4cce-994b-ab8c0fd7b9e6%2F12%20Apr%2023%2C%201629L%7C776dbaa5-6e04-419b-a1ee-251b4750c4b2%2F)&wdorigin=NavigationUrl), IAW the SOF Opening Checklist.

2.4.2.14. **(Added-NELLISAFB)** During normal duty shift changeover, SOFs will accomplish the appropriate changeover checklists, and ensure the SOF assuming the duty is fully briefed on current operations. When flying operations are completed, the NAFB SOF must ensure all closing checklist items are accomplished, the SOF Report is saved to the WGV SOF Reports folder on the WGV SharePoint, and email the report to “57 WG/SOF Distro”. When closing the SOF position with heavy aircraft/helicopter operations or Reduced Flying Operations still in progress, verify the affected squadron Ops Sup is aware of the transition of supervisory responsibility and conduct necessary SOF changeover checklist items. When heavy aircraft/helicopter operations or Reduced Flying Operations are the last flying events of the day, the Reduced Flying SOF will be responsible for all closing checklist items, to include the SOF Report and end-of-day email to “57 WG/SOF Distro”. Also, notify Creech Air Force Base (CAFB) tower when fixed wing flying is complete. Outgoing SOFs will brief contact information for the receiving heavy aircraft/helicopter or Reduced Flying SOF to the Watch Supervisor, including DSN phone number at a minimum.

2.4.3. **(Added-NELLISAFB)** The SOF will report to the 57 OG/CC or designated representative (“brick-holder”) any pertinent information or abnormal situation that would affect daily flying activities or safety. All SOFs will note unusual occurrences, notable actions, and equipment discrepancies on the daily SOF Report.

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

2.5.1. Ops Sup/Top 3 will:

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

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

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

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

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

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

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

2.5.1.4.4. **(Added-NELLISAFB)** Ensure 57 OG/CC or designated representative is advised of any changes or deviations to the unit's flying schedule that will affect the local flying window. The 57 OG/CC or designated representative is responsible for approving short notice changes to the local flying window.

2.5.1.5. Ensure crews are briefed on the following:

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

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

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

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

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

2.5.1.5.5.1. **(Added-NELLISAFB)** Provide aircrew a written or verbal brief on NOTAMs, Flight Crew Information Files (FCIFs), NAFB active runway, bird condition, Fighter Index of Thermal Stress (FITS) status, divert airfield status, range restrictions, RED FLAG launch and recovery windows, and other pertinent data.

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

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

2.5.1.8. **(Added-NELLISAFB)** Maintain situational awareness on weather conditions and coordinate with the SOF for MDS specific considerations while aircraft are airborne.

2.5.1.9. **(Added-NELLISAFB)** Ensure duty desk personnel know how to contact you at all times.

2.5.1.10. **(Added-NELLISAFB)** Begin collecting data for subsequent flying period(s).

2.5.1.11. **(Added-NELLISAFB)** Brief the next Ops Sup on any unusual occurrences or potential problems for the next flying period.

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

2.7. (Added-NELLISAFB) Commanders hosting TDY units will:

2.7.1. **(Added-NELLISAFB)** Provide TDY units with 57 WG/WGV approved local area briefs to include specific details on R2508, no-fly, noise sensitive, and restricted areas. Local area briefs are located on the 57 WG/WGV SharePoint site under “Local Area Orientation Brief”.

2.7.2. **(Added-NELLISAFB)** Ensure TDY unit Ops Sups/SDOs are familiar with local unit operations, operating and training areas, unit communications capabilities (both wing and aircraft communication nets), unit flying operations procedures and restrictions, local scheduling requirements, and local plans/quick reaction checklists.

2.7.3. **(Added-NELLISAFB)** Ensure TDY units have a SOF, Ops Sup, and SDO available as necessary IAW **Table 1** of this supplement. Ensure TDY units provide a phone number for their Ops Sup to the host unit.

2.7.4. **(Added-NELLISAFB)** Provide SOF and Ops Sups coverage as necessary when TDY units cannot comply with supervision of flying operations required by AFI 11-418_NELLISAFBSUP Table 3.1.

Chapter 3

OPERATIONS MINIMUM SUPERVISION REQUIREMENTS

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

Table 3.1. Minimum Flying Unit Supervision Requirements.

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

Table 3.1. (NELLISAFB) 57th Wing Flying Unit Supervision Requirements.

57TH WING FLYING UNIT SUPERVISION REQUIREMENTS			
TYPE OF OPERATION	SOF LOCATION	OPS SUP LOCATION	SDO LOCATION ¹
Daily Flying Ops: Fighters	Control Tower ^{2,3}	Unit Ops Complex ⁴	Unit Ops Complex ⁴
Daily Flying Ops Helicopters	N/R	Available ⁵	Available ⁵
Daily Flying Ops: Heavy	N/R	Available ⁵	Available ⁵
Daily Flying Ops: Green Flag Acft Only	Green Flag Ops Desk ⁸	Unit Ops Complex ⁸	Unit Ops Complex ⁸
Reduced Flying Ops ⁶	N/R	Unit Ops Complex ⁴	Unit Ops Complex ⁴
Cross-Country Departure/Return	N/R	Unit Ops Complex ^{4,7}	Available ^{5,7}
FCF	N/R	Unit Ops Complex ⁴	Unit Ops Complex ⁴
<p>Notes:</p> <ol style="list-style-type: none"> 1. An on-duty Squadron Duty Officer (SDO) is not required if the Ops Sup is qualified in the particular MDS aircraft. 2. See paragraph 5.5.3. of this supplement for guidance on alternate SOF duty locations. 3. During local training sorties, the Thunderbirds do not require a SOF, Ops Sup, or SDO when a Range Safety Officer (RSO) monitors the flight in the NTTR, with the ability to directly communicate with the OG brick-holder and Nellis tower. Local training sorties without an RSO requires an Ops Sup, who will also function as SOF from the Squadron Operations Area. Local training sorties for Green Flag aircraft requires an Ops Sup, who will also function as the SOF from the Squadron Operations Area. 4. The designated supervisor will be in the unit operations complex, Red Flag, or the control tower, and can be immediately contacted by telephone, cell phone, radio, or intercom. 5. The designated supervisor will be immediately available by telephone, cell phone, radio, or intercom. 6. Reduced flying operations are in effect when the total of all locally assigned and TDY aircraft operations at NAFB consist of 6 or less total fighter/bomber aircraft not including contract Red-Air aircraft, if applicable. 7. Extended operations out of the local area require Ops Sup and SDO to be in the unit operations complex and can be immediately contacted by telephone, radio, or intercom until 45 minutes after departure and 45 minutes prior to arrival. At other times can be immediately contacted by telephone, or radio. 8. Local training sorties for Green Flag aircraft requires an Ops Sup, who will also function as the SOF from the Squadron Operations Area when Reduced Flying Ops are in effect. All TDY aircrew pulling SOF duties during Green Flag at a minimum must receive the NAFB SOF Brief and be familiar with NAFBI 11-250, AFI 11-418, and this supplement. During operations with greater than 6 fighter/bomber aircraft, Green Flag SOFs will perform duties from the Control Tower and will coordinate with the SOF PM to be added to the Tower EAL. 			

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

3.2. (NELLISAFB) Table 3.1. of this supplement specifically outlines NAFB supervisory requirements. Use this table in place of AFI 11-418, Table 3.1

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

3.3.1. **(Added-NELLISAFB)** Pre-coordinated times of reduced flying operations will be noted by 57th Operations Support Squadron/Scheduling (OSS/OSOS) on the daily wing flying schedule cover sheet.

3.3.2. **(Added-NELLISAFB)** Complete “Reduced Flying Operations” portion of the SOF Closing Checklist.

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

Chapter 4

HANDLING OF IN-FLIGHT EMERGENCIES/SAFE RECOVERY

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

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

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

4.1.3. Prioritizing actions during concurrent emergencies/abnormal situations.

4.1.4. Authorizing direct communications (over discrete SOF or squadron common frequency) from the Ops Sup/Top 3 to an in-flight emergency aircrew. **Note:** Only ATC personnel may authorize direct communication over ATC frequencies, including the SFA frequency. However, this does not preclude the SOF and/or Ops Sup/Top 3 from using whatever communication necessary, to include GUARD and SFA, to prevent an unsafe situation that could immediately jeopardize safe recovery.

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

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

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

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

4.3. (Added-NELLISAFB) Command Post, call sign Raymond 22: Will function as the central source for information during an emergency.

4.4. (Added-NELLISAFB) Refer to the appropriate contingency checklist in the SOF Book for aircraft emergencies.

Chapter 5

SUPERVISOR OF FLYING (SOF) GUIDANCE.

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

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

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

5.2. Duty Hours:

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

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

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

5.2.4. **(Added-NELLISAFB)** The SOF duty period is normally six hours. 57 OSS/OSOS will attempt to divide the daily flying window equally between SOFs.

5.3. Duty Location:

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

5.3.1.1. **(Added-NELLISAFB)** The primary SOF location is the Nellis AFB tower.

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

5.3.2.1. The runway monitoring unit/runway supervisory unit.

5.3.2.2. The unit dispatch desk.

5.3.2.3. The command post.

5.3.3. **(Added-NELLISAFB)** 57 OG/CC approval is required for any NAFB SOF duty location other than the control tower or alternate control tower.

5.4. Certification:

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

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

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

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

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

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

5.5. Certification Program:

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

5.5.1.1. (Added-NELLISAFB) NAFB SOFs will accomplish items listed in AFI 11-418 paragraph 5.5.4. and complete the 57 WG Nomination for SOF Training ([Attachment 4](#)) Memo and SOF Training Checklist ([Attachment 5](#)) before being certified by 57 OG/CC as a NAFB SOF (Attachment 6). The Upgrade Letter can be retrieved electronically from the 57 WG/WGV SharePoint site under the SOF Program folder.

5.5.1.2. (Added-NELLISAFB) Allied, Navy, and Marine Corps TDY personnel will not act as NAFB SOFs.

5.5.1.3. (Added-NELLISAFB) USAF SOF qualified rated aviators from units TDY to NAFB and trained/certified IAW AFI 11-418 and this supplement will only perform SOF duties while their units are flying and Nellis based aircraft are not. (EXCEPTION: TDY units may perform SOF duties when 64 AGRS/65 AGRS are the only Nellis-based aircraft flying)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.5.6. For previously certified SOFs, the OG/CC may waive the upgrade requirements of these paragraphs, but at a minimum, the upgrade student will perform at least one supervised SOF tour with an experienced SOF with emphasis on local procedures including an actual exercise CONFERENCE HOTEL procedure. **(T-2) Exception:** SOFs who have lost certification due to Non-CMR/Non-BMC status in accordance with **paragraph 5.4.1.1**, but still have currency in accordance with **paragraph 5.6**. In this case, the SQ/CC must ensure that the unit “Letter of Xs” or equivalent document is updated appropriately before the individual performs SOF duties.

5.6. Currency/Recurrency.

5.6.1. SOF currency is 90 days.

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

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

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

5.6.4. **(Added-NELLISAFB)** Squadron Aviation Resource Managers (SARMs) will modify and update unit Aviation Resource Management System (ARMS) to include entries for tracking SOF (Re)Certification (Annual SOF Training), SOF currency, and TDY SOF Trainer certification.

5.7. Continuation Training (CT):

5.7.1. OG/CC will ensure, at a minimum, SOF CT involves semi-annual SOF meetings attended by all certified SOFs (highly encouraged for Ops Sups/Top 3s). **(T-3)** OG/CCs should be involved in developing meeting agendas. If unable to attend, SOFs will review meeting minutes that will be posted to the SOF read file prior to their next SOF duty. **(T-3)**

5.7.2. Annually, all SOFs are required to review applicable SOF guidance and directives as published in this instruction, unit supplement, and the SOF read file. Additionally all SOFs will receive a briefing from the OG/CC on responsibilities, expectations and commander perspective (this briefing may be held as part of a semi-annual meeting). If unable to attend the OG/CC briefing, SOFs will review briefing minutes posted to the SOF read file prior to their next SOF duty.

5.7.2.1. **(Added-NELLISAFB)** SOFs will sign any active SOF Read file before the beginning of their SOF shift. This will be documented with the Excel file in the SOF Read File folder on the WGV Sharepoint. SOFs will log SOF currency with an AF Form 1522 or unit Training Accomplishment Reports (TARs).

5.8. Program Administration:

5.8.1. The OG/CC will designate an OPR for the administration of the program.

5.8.1.1. **(Added-NELLISAFB)** The designated OPR for the Operations Supervision program is 57 WG/WGV.

5.8.1.2. **(Added-NELLISAFB)** NAFB SOF training program will be managed and maintained by 57 WG/WGV in accordance with AFI 11-418 and the Nellis SOF Upgrade Documentation (Attachments 4-6).A

5.8.2. The OPR will:

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

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

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

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

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

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

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

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

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

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

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

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

5.8.2.13. **(Added-NELLISAFB)** Maintain the SOF Book (EFB) in the primary SOF duty location.

5.8.2.14. **(Added-NELLISAFB)** Administer, review, and update electronic copies of SOF Book, SOF Read-File, and the SOF Test.

5.8.2.14.1. **(Added-NELLISAFB)** The SOF Test will be updated yearly and primarily administered via PEX. Any hardcopy SOF test will be turned in to the SOF PM and kept on file for 30 days.

5.8.2.15. **(Added-NELLISAFB)** Provide, update, and coordinate the SOF Training Brief on the 57 WG/WGV SharePoint.

5.8.2.16. **(Added-NELLISAFB)** Maintain current electronic flight manuals for all assigned aircraft on the SOF EFB.

5.8.2.17. **(Added-NELLISAFB)** Ensure "57 WG/SOF" e-mail distribution list is up to date.

5.8.2.18. **(Added-NELLISAFB)** Ensure SOF Tower Entry Access List (EAL) is up to date via each local unit's LOX.

5.8.3. **(Added-NELLISAFB)** 57 OSS/OSOS is the OPR for creating and managing the SOF schedule IAW ACCI 21-165 NAFB Supplement.

5.8.4. **(Added-NELLISAFB)** Unit Commanders hosting TDY units will designate a member of the host unit as an OPR to be responsible for managing the TDY SOF program. For units hosted by the 414 CTS, the 57 WG SOF Program Manager assume OPR duties. The OPR will:

5.8.4.1. **(Added-NELLISAFB)** Coordinate with the 57 WG/WGV SOF Program Manager.

5.8.4.2. **(Added-NELLISAFB)** Ensure all TDY SOFs are current and qualified SOFs at their home base locations. Coordinate with 57 OG/CC to receive approval for qualified TDY personnel to act as NAFB SOFs.

5.8.4.3. **(Added-NELLISAFB)** Brief TDY SOFs the 57 WG/WGV SOF Training Brief and ensure familiarity with NAFBI 11-250, AFI 11-418, and this supplement.

5.8.4.4. **(Added-NELLISAFB)** Ensure TDY SOFs understand how to properly operate the tower radios, run normal/emergency checklists, capable of preparing, utilizing, and emailing the daily SOF reports.

5.8.4.5. **(Added-NELLISAFB)** Administer the 57 WG SOF Test and ensure passing scores. If needed, contact 57 WG/WGV for access to the SOF Training Brief, required publications, or the 57 WG SOF Test.

Chapter 6

CONFERENCE HOTEL

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

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

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

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

- 6.4.1. Indicate you are initiating a (simulated or actual) CONFERENCE HOTEL call for an in-flight emergency.
- 6.4.2. Caller's name and telephone number/base.
- 6.4.3. Type aircraft.
- 6.4.4. Nature of problem. In all cases, stress to the person(s) contacted that the problem involves an "airborne emergency" and technical assistance is needed.

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

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

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

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

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

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

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

6.10. Training Requirements:

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

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

6.10.3. Local Installations:

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

6.10.3.2. Cross-country flights

6.10.3.3. CORONET movements

6.10.3.4. Deployed operations

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

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

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

6.12. (Added-NELLISAFB) Due to the diverse nature of flying at NAFB: CONFERENCE HOTEL Procedures will be in accordance with the CONFERENCE HOTEL PROCEDURES maintained on the ACC/A3TV sharepoint.

Chapter 7

UNIT SUPPLEMENTATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Chapter 8

PROVISIONS

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

8.2. Tenant Units. If a unit operates from a location with another organization (i.e., tenant unit), integration into host unit supervisory program should be attempted if operations are compatible. These procedures are implemented through letters of agreement/memorandums of agreement.

JAMES C. SLIFE, Lt Gen, USAF
Deputy Chief of Staff, Operations

(NELLISAFB)

JASON J. GLYNN, Colonel, USAF
Commander

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

(Added-NELLISAFB) AFI 11-418, *Operations Supervision*, 22 December 2021

AFMAN 11-202V3, *Flight Operations*, 10 January 2022

AFPD 11-2, *Aircrew Operations*, 31 January 2019

(Added-NELLISAFB) ACCI 21-165 NELLISAFBSUP, *Aircraft Flying and Maintenance Scheduling Procedures*, 03 October 2010

AFMAN 11-202V3, *Flight Operations*, 10 June 2020

(Added-NELLISAFB) NELLISAFBI 11-250, *Local Flying Procedures*, 17 June 2022

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 36-2608, *Military Personnel Records System*, 16 April 2021

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

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

(Added-NELLISAFB) DAFMAN90-161, *Publications and Forms Management*, 17 October 2023

Prescribed Forms

(Added-NELLISAFB) None

Adopted Forms

AF Form 4348, *USAF Aircrew Certifications*

AF Form 847, *Recommendation for Change of Publication*

(Added-NELLISAFB) AF847, *Recommendation for Change of Publication*, 14 April 2022

DoD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

Abbreviations and Acronyms

ACC—Air Combat Command

(Added-NELLISAFB) **ACCI**—Air Combat Command Instruction

AETC—Air Education Training Command

AF—Air Force

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive
AFR—Air Force Reserve
(Added-NELLISAFB) AFRC—Air Force Reserve Command
(Added-NELLISAFB) AFRIMS—Air Force Records Information Management System
AFSOC—Air Force Special Operations Command
(Added-NELLISAFB) AGRS—Aggressor Squadron
AMC—Air Mobility Command
ANG—Air National Guard
AOO—Air operations officer
ARMS—Air Force Resource Management System
ATC—Air Traffic Control
BMC—Basic Mission Capable
CAF—Combat Air Forces
(Added-NELLISAFB) CAFB—Creech Air Force Base
(Added-NELLISAFB) CAP—Civil Air Patrol
CMR—Combat Mission Ready
CT—Continuation Training
C2ISR—Command, Control, Intelligence, Surveillance, and Reconnaissance
(Added-NELLISAFB) CTS—Combat Training Squadron
DAF—Department of the Air Force
DAFMAN—Department of the Air Force Manual
DNIF—Duty Not Involving Flying
DoD—Department of Defense
(Added-NELLISAFB) EAL—Entry Access List
EFB—Electronic Flight Bag
(Added-NELLISAFB) FCIF—Flight Crew Information File
(Added-NELLISAFB) FITS—Fighter Index of Thermal Stress
FM—Frequency Modulation
(Added-NELLISAFB) GREEN FLAG—Exercise Green Flag
(Added-NELLISAFB) GSU—Geographically Separated Unit
HF—High frequency
IAW—In Accordance With

IFE—In-Flight Emergency

MAF—Mobility Air Forces

MDS—Mission Design Series

(Added-NELLISAFB) N/R—Not Required

(Added-NELLISAFB) NAFB—Nellis Air Force Base

(Added-NELLISAFB) NAFBI—Nellis Air Force Base Instruction

(Added-NELLISAFB) NOTAM—Notice to Air Missions

(Added-NELLISAFB) NTTR—Nellis Test and Training Range

(Added-NELLISAFB) OG—Operations Group

OG/CC—Operations Group Commander

OPR—Office of Primary Responsibility

Ops—Operations

Ops Sup—Operations supervisor

(Added-NELLISAFB) OSS—Operations Support Squadron

PACAF—Pacific Air Forces

(Added-NELLISAFB) PEX—Patriot Excalibur

(Added-NELLISAFB) PM—Program Manager

(Added-NELLISAFB) RDS—Records Disposal Schedule

(Added-NELLISAFB) RED FLAG—Exercise Red Flag

RPA—Remotely Piloted Aircraft

(Added-NELLISAFB) RSO—Range Safety Officer

(Added-NELLISAFB) SARM—Squadron Aviation Resource Management

SATCOM—Satellite Communications

(Added-NELLISAFB) SDO—Squadron Duty Officer

SEB—Standardization and Evaluation Board

SFA—Single Frequency Approach

SOF—Supervisor of Flying

SQ/CC—Squadron Commander

Stan/Eval—Standardization/Evaluation

(Added-NELLISAFB) TAR—Training Accomplishment Report

(Added-NELLISAFB) TDY—Temporary Duty

(Added-NELLISAFB) TES—Test and Evaluation Squadron

UHF—Ultra high frequency

UAS—Unmanned Aircraft Systems

USAF—United States Air Force

(Added-NELLISAFB) USAFADS—United States Air Force Aerial Demonstration Squadron

USAFE-AFAFRICA—United States Air Forces in Europe and Air Forces Africa

VHF—Very high frequency

WG—Wing

(Added-NELLISAFB) WGV—Wing Standardization and Evaluations

(Added-NELLISAFB) WPS—Weapons Squadron

Office Symbols

ACC/A3TV—Air Combat Command Standardization and Evaluations Branch

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

AF/A3T—Air Force Director of Training and Readiness

Terms

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

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

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

GUARD—Terminology for common VHF/UHF emergency frequencies.

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

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

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

Top 3—A synonym for Operations Supervisor

Attachment 2

SUPERVISOR OF FLYING (SOF) PROCEDURAL/EMERGENCY CHECKLIST

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

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

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

15	Controlled bailout
16	Hung ordnance
17	Bird condition
18	Controlled jettison
19	Hydrazine spill/exposure
20	Hot brakes
21	Suspected Lasing Incident
22	Aircraft crash
23	Alert force exercise/scramble (if applicable)
24	Contractor/depot emergency telephone numbers
25	Telephone numbers for applicable regional SOFs
26	Telephone numbers for local Federal Aviation Administration flight service (if outside the continental United States, numbers for the associated Host Nation ATC facility), local terminal radar facility, and other local control towers and/or radar facilities that could potentially be used as alternate airfields

Attachment 3**SUPERVISOR OF FLYING CHECKLIST GUIDE**

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

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

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

A3.1.3. Review daily flying schedule.

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

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

A3.1.6. Obtain current information on:

A3.1.6.1. Weather:

A3.1.6.1.1. Local

A3.1.6.1.2. Divert bases

A3.1.6.1.3. Operating areas and ranges

A3.1.6.1.4. Low-level routes

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

A3.1.6.2.1. Active runway

A3.1.6.2.2. Barriers

A3.1.6.2.3. Runway condition reading

A3.1.6.2.4. Notices to Airman

A3.1.6.2.5. Navigational aids

A3.1.6.2.6. Airfield lighting

A3.1.6.2.7. Bird activity

A3.1.6.2.8. Emergency response vehicle status

A3.1.6.2.9. Snow and ice equipment status

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

Attachment 4 (Added-NELLISAFB)

NOMINATION FOR SUPERVISOR OF FLYING (SOF) TRAINING (MEMO)

Figure A4.1. (NELLISAFB) Nomination for Supervisor of Flying (SOF) Training (MEMO).



DEPARTMENT OF THE AIR FORCE
57TH WING (ACC)
NELLIS AIR FORCE BASE, NEVADA

Date

MEMORANDUM FOR 57 OG/CC

FROM: *UNIT*

SUBJECT: Nomination for Supervisor of Flying (SOF) Training

The following individual is nominated for SOF Training at Nellis AFB:

- a. Rank/Name: **(ONLY 1 NOMINEE PER LETTER)**
- b. Organization/Location:
- c. Aircraft:
- d. Total Flying Hours:
- e. Total Flying Hours in Current MDS:
- f. Current Qualification (IP, EP, MP):
- g. Previous SOF Qualification/Location:

COMMANDER, Lt Col, USAF
Commander

cc:
57 OSS/CC
57 WG/WGV

Attachment 6 (Added-NELLISAFB)

CERTIFICATION FOR SUPERVISOR OF FLYING (SOF) TRAINING (MEMO)

Figure A6.1. (NELLISAFB) Certification for Supervisor of Flying (SOF) Training (MEMO).

DEPARTMENT OF THE AIR FORCE
57TH OPERATIONS GROUP (ACC)
NELLIS AIR FORCE BASE, NEVADA

MEMORANDUM FOR 57 OG/CC

FROM: XX WPS/CC

SUBJECT: Certification for Nellis AFB Supervisor of Flying (SOF)

1. The following individual has completed SOF training in accordance with AFI 11-418, and local supplement:

Name: Rank First Last, F-XX

2. Attached is the completed training checklist. Requesting approval and certification as a SOF.

FIRST M. LAST, Lt Col, USAF
Commander

Attachments:
Training Checklist

1st Ind, 57 OG/CC

TO: XX WPS/CC

1. I have reviewed the above individual's training and certify them to serve as a SOF. Designate on the squadron letter of certification and file this letter in the individual's training folder.

JOHN G. DeLION, Col, USAF
Commander

cc:
57 WG/WGV