# BY ORDER OF THE COMMANDER 99TH AIR BASE WING (ACC)



#### AIR FORCE INSTRUCTION 11-418

NELLIS AIR FORCE BASE Supplement 2 JUNE 2016

Flying Operations

**OPERATIONS SUPERVISION** 

#### COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Kenneth Smith)

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418\_NELLISAFBSUP\_I, 17

September 2014

Air Force Instruction (AFI) 11-418, dated 14 October 2015, *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 AFB (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. 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

## **SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. This rewrite of AFI11-418\_NELLISAFBSUP includes various changes to ensure conformity with parent regulation AFI11-418, changes to definition of reduced flying operations, paragraph renumbering, Conference Hotel clarification, SOF training requirements, and updated guidance

- on TDY units performing SOF duties. Changes have been made to all of the following sections: 2.1.1, 3.1.1.1, Table 1, 4.1, 4.3.13.1, 4.3.13.3, 4.4.7, 4.6.3, 6.3.2, 6.6.1, 6.6.1.1, 6.7.2 6.8.3 6.9.2.13, 6.9.2.14, 6.9.2.16, 6.9.3, 6.9.4, 6.9.4.6.
- **2.1.1.** USAF Supervisor of Flying (SOF) qualified rated aviators from units TDY to Nellis Air Force Base (NAFB) and trained/certified IAW AFI 11-418 and this supplement may perform SOF duties while their units are flying and Nellis based aircraft are not. (EXCEPTION: TDY units may perform SOF duties when 64 AGRS are the only Nellis based aircraft flying)
  - 3.1.1. (Added) All locally assigned and TDY aircraft operations at NAFB. This includes sorties flown in conjunction with RED FLAG, GREEN FLAG, 422 Test and Evaluation Squadron (TES), Weapons School (USAFWS) or other missions generated from NAFB.
    - 3.1.1.1. (**Added**) Pre-coordinated times of reduced flying operations will be noted by 57 Operations Support Squadron/Scheduling (OSS/OSOS) on the daily wing flying schedule cover sheet. If TDY units are accomplishing reduced flying operations on the weekend or at night (no SOF in the tower and outside normal Nellis flying window), the Ops Sup will notify the 57 OG/CC or designated representative when flying starts/ends.
  - 3.1.5. (Added) (Re)Deployment. Initial arrival and return-to-home-station departures for TDY aircraft supporting RED FLAG, GREEN FLAG, WPS, 422 TES, and other missions at NAFB.
  - 3.2. (**Added**) Table 1. of this supplement specifically outlines NAFB supervisory requirements. Use this table in place of AFI 11-418, Table 1.

57 <sup>th</sup> Wing Flying Unit Supervision Requirements					
TYPE OF OPERATION	SOF	OPS SUP LOCATION	SDO LOCATION <sup>1</sup>		
	LOCATION				
Daily Flying Ops: Fighters	Control	Unit Ops Complex <sup>3</sup>	Unit Ops Complex <sup>8</sup>		
	Tower <sup>2,10</sup>				
Daily Flying Ops:	N/R <sup>11</sup>	Available <sup>5</sup>	Available <sup>5</sup>		
Helicopters					
Daily Flying Ops: Heavy	N/R	Available <sup>5</sup>	Available <sup>5</sup>		
Reduced Flying Ops	N/R <sup>6</sup>	Unit Ops Complex <sup>3</sup>	Unit Ops Complex <sup>8</sup>		
Ongoing off-station sorties	N/R	N/R	Off-Station Ops		
			Complex <sup>5</sup>		
Out of local area Ops	N/R	Unit Ops Complex <sup>3</sup>	Unit Ops Complex <sup>8</sup>		
		Available <sup>7</sup>	Available <sup>7</sup>		
(Re)Deployment, ≤6	N/R	Unit Ops Complex <sup>5</sup>	Unit Ops Complex <sup>5</sup>		
Aircraft					
(Re)Deployment, ≥7	Control	Unit Ops Complex <sup>5,10</sup>	Unit Ops Complex <sup>5,10</sup>		
Aircraft	Tower <sup>2,10</sup>				
Deployed Ops	Duty Location <sup>9</sup>	Deployed Ops	Deployed Ops		
		Complex <sup>3,9</sup>	Complex <sup>4,9</sup>		
Cross-Country	Not Required	Unit Ops Complex <sup>5</sup>	Available <sup>5</sup>		
Departure/Return					
FCF	Not Required	Ops Complex <sup>3</sup>	Ops Complex <sup>8</sup>		

Table 1. (Added) 57 th Wing Flying Unit Supervision Requirements

#### Notes:

- 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 6.3.2 of this supplement for guidance on alternate SOF duty locations.
- 3. The designated supervisor will be in the unit operations complex, RED FLAG Room 142 (Range Training Officer Facility) or the control tower, and can be immediately contacted/summoned by telephone, cell phone, pager, radio, or intercom.
- 4. The designated SDO(s) will be in the unit operations complex, RED FLAG Room 142 (Range Training Officer Facility) or the control tower, and can be immediately contacted/summoned by telephone, cell phone, pager, radio, or intercom.
- 5. The designated supervisor can be immediately reached by telephone, pager, or radio.
- 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 aircraft with no more than 6 fighter/attack aircraft and no more than 2 bomber aircraft. See paragraph 3.1.1.1 for conduct of operations and paragraph 2.1.1 for exceptions.
- 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/summoned by telephone, pager, radio, or intercom until 45 minutes after departure and 45 minutes prior to arrival. At other times can be immediately contacted by telephone, pager, or radio.
- 8. The Ops Sup and SDO will be in the unit operations complex, and can be immediately contacted/summoned by telephone, cell phone, pager, radio, or intercom until 45 minutes after departure and 45

minutes prior to arrival.

- 9. Units conducting deployed operations away from NAFB will integrate into host unit supervision programs to the maximum extent possible. Duty location will be IAW local directives. The deployed unit commander will ensure that deployed operations meet the intent of this instruction for supervision requirements.
- 10. United States Air Force Air Demonstration Squadron (USAFADS) Thunderbirds do not require a SOF, Ops Sup or SDO for (re)deployments or cross-country sorties. 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 brickholder and Nellis tower. Local training sorties without an RSO requires an SDO, who will also function as the Ops Sup and SOF from the Squadron Operations Area.
- 11. Local helicopter training missions/operations, scheduled or unscheduled, occur when the majority of the 57 WG is not flying. Therefore, IAW paragraph 3.1.1.2 and this table, a SOF is not required.
  - 4.1. (Added) OG/CC will designate "brick-holders" in accordance with the NAFB Flying Supervision designee program. Program specifics are available on the 57 Wing/Stan Eval (WG/WGV) SharePoint site under the SOF Program folder called Brick-Holder Training at https://usafws.nellis.af.mil/sites/57WGV/Read%20File/Forms/AllItems.aspx
  - 4.2. (**Added**) Unit Commanders will ensure an Ops Sup/SDO is on duty IAW Table 1. In addition, unit commanders will:
    - 4.2.1. (**Added**) Ensure that unit Ops Sup/SDO has two-way radio capability for providing assistance or direction to airborne aircraft.
    - 4.2.2. (**Added**) 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.
    - 4.3.1. (**Added**) SOF will be on duty IAW NAFB Table 1 or when directed by the 57 OG/CC.
    - 4.3.2. (**Added**) The SOF will report to the 57 OG/CC or designated representative 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.
    - 4.3.12. (**Added**) The NAFB SOF may hold, recall, or divert aircraft IAW NAFB 11-250. When a decision is made to divert aircraft notify 57 OG/CC and affected units when time and conditions permit. The SOF will contact Rescue Ops or 34 WPS Ops officer to determine proper course of action for helicopter diverts or recoveries in marginal weather prior to directing a divert or attempting to keep the helicopters on the ground for winds or adverse weather.
    - 4.3.13. (**Added**) 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, 422 TES, 64 Aggressor Squadron (AGRS), USAFADS, WPS or other missions generated from NAFB.

- 4.3.13.1. (Added) 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 Notices to (NOTAMs) Airmen for **Nellis** and any divert 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 website https://nellis.eim.acc.af.mil/org/57th wing/57OG/57 Operations%20Support%2 **OSquadron/OSW/default.aspx** for an electronic copy of pertinent weather data. Airfield Management Operations will provide the SOF a copy of all new Flight Information Publications for posting in the control tower.
- 4.3.13.2. (Added) The SOF will reference the 57 OSS/OSOS PEX schedule to help aid in airfield decongestion. If task loading allows, the SOF will call Top-3s to inform them of expected congestion issues. The SOF will aid the tower watch supervisor with taxi and take-off deconfliction to the maximum extent possible.
- 4.3.13.3. (**Added**) SOFs will post the Airfield Status in PEX, IAW the SOF Opening Checklist.
- 4.3.14. (**Added**) 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 shared drive, 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. Also, notify Creech Air Force Base (CAFB) tower when fixed wing flying is complete.
- 4.4.5. (**Added**) 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.
- 4.4.7. (**Added**) 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.
- 4.4.10. (Added) Maintain situational awareness on weather conditions and coordinate with the SOF for MDS specific considerations while aircraft are airborne.
- 4.4.11. (Added) Ensure duty desk personnel know how to contact you at all times.
- 4.4.12. (**Added**) Begin collecting data for your second and/or subsequent flying period(s).
- 4.4.13. (**Added**) Brief the next Ops Sup on any unusual occurrences or potential problems for the next flying period.
- 4.5.4. (**Added**) SDO on duty IAW Table 1.

- 4.6. (Added) Commanders hosting TDY units will:
  - 4.6.1. (**Added**) 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 Brief at <a href="https://usafws.nellis.af.mil/sites/57WGV/Read%20File/Forms/AllItems.aspx">https://usafws.nellis.af.mil/sites/57WGV/Read%20File/Forms/AllItems.aspx</a>
  - 4.6.2. (**Added**) 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.
  - 4.6.3. (Added) Ensure TDY units have a SOF, Ops Sup, and SDO available as necessary IAW Table 1 of this supplement. Ensure TDY units list the phone number for their Ops Sup in the remarks column of PEX. Provide SOF and Ops Sups coverage as necessary when TDY units cannot comply with supervision of flying operations required by Table 1.
  - 5.1.2. (**Added**) Command Post, call sign Raymond 22, will function as the central source for information during an emergency.
  - 6.2.4. (**Added**) The SOF duty period is normally six hours. 57 OSS/OSOS will attempt to divide the daily flying window equally between SOFs.
  - 6.3.2. (Added) 57 OG/CC approval is required for any NAFB SOF duty location other than the control tower or alternate control tower.
  - 6.6.1. (Added) NAFB SOFs will accomplish items listed in AFI 11-418 paragraph 6.6 and complete the 57 WG Nomination for SOF Training (Attachment 5) Memo and SOF Training Checklist (Attachment 6) before being certified by 57 OG/CC as a NAFB SOF (Attachment 7). The Upgrade Letter can be retrieved electronically from the 57 WG/WGV SharePoint site under the SOF Program folder at <a href="https://usafws.nellis.af.mil/sites/57WGV/Read%20File/Forms/AllItems.aspx.">https://usafws.nellis.af.mil/sites/57WGV/Read%20File/Forms/AllItems.aspx.</a>
    - 6.6.1.1. (Added) Allied, Navy, and Marine Corps TDY personnel will not act as NAFB SOFs.
  - 6.7.2. (**Added**) 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.
  - 6.8.3. (Added) SOFs will sign the SOF Read file, which is posted in conjuction with semi-annual and annual re-certification training (normally in September). Re-certification will reset all current NAFB SOFs certification dates. This will be documented with the Excel file in the SOF Read File folder on the SOF Shared drive, and SOFs will log SOF Training with an AF Form 1522, unit Training Accomplishment Reports (TARs), or in PEX.
  - 6.9.1. (**Added**) The designated OPR for the Operations Supervision program is 57 WG/WGV.

- 6.9.1.1. (**Added**) NAFB SOF training program will be managed and maintained by 57 WG/WGV in accordance with AFI 11-418 and the Nellis SOF Upgrade Letter (Attachments 5-7).
- 6.9.2.11. (Added) Maintain the SOF Book in the primary SOF duty location.
- 6.9.2.12. (**Added**) Administer, review, and update electronic copies of SOF Book, SOF Read-File, and the SOF Test.
- 6.9.2.13. (**Added**) Provide, update, and coordinate the SOF Training Brief on the 57 WG/WGV SharePoint site under SOF Program at <a href="https://usafws.nellis.af.mil/sites/57WGV/Read%20File/Forms/AllItems.aspx">https://usafws.nellis.af.mil/sites/57WGV/Read%20File/Forms/AllItems.aspx</a>.
- 6.9.2.14. (Added) Maintain current electronic flight manuals for all assigned aircraft in the tower. SOFs will not have access to an F-35-1. F-35 SDOs will ensure timely access to Autonomic Logistics Information Systems (ALIS) and ensure expeditious communication can be maintained with the SOF for the duration of F-35 operations.
- 6.9.2.15. (Added) Ensure "57 WG/SOF" e-mail distribution list is up to date.
- 6.9.2.16. (Added) Ensure SOF Tower Entry Access List (EAL) is up to date via the 57 WG SOF Memo.
- 6.9.3. (**Added**) 57 OSS/OSOS is the OPR for creating and managing the SOF schedule IAW ACCI 21-165 NAFB Supplement.
- 6.9.4. (**Added**) Unit Commanders hosting TDY units will designate an OPR to be responsible for managing the TDY SOF program. The OPR will:
  - 6.9.4.1. (Added) Attend 57 WG SOF meetings.
  - 6.9.4.2. (**Added**) 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.
  - 6.9.4.3. (Added) Brief TDY SOFs the 57 WG/WGV SOF Training Brief and ensure familiarity with NAFBI 11-250, AFI 11-418, and this supplement.

- 6.9.4.4. (**Added**) 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.
- 6.9.4.5. (Added) Administer the 57 WG SOF Test and ensure passing scores.
- 6.9.4.6. (**Added**) If needed, contact 57 WG/WGV for access to the SOF Training Brief, required publications, or the 57 WG SOF Test.
- **7.** (**Added**) Due to the diverse nature of flying at NAFB, CONFERENCE HOTEL Procedures will be in accordance with the CONFERENCEHOTELPROCEDURES maintained on the A3TV sharepoint.

RICHARD H. BOUTWELL, Colonel, USAF Commander

#### **Attachment 1**

#### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

## References

AFI 11-418, Operations Supervision, 14 July 2015

NELLISAFBI 11-250, Local Flying Procedures, 20 January 2016

AFI 33-360, Publications and Forms Management, 01 December 2015

#### **Prescribed Forms**

None

## **Adopted Forms**

AF847, Recommendation for Change of Publication, 22 September 2009

## Abbreviations and Acronyms

AGRS—Aggressor Squadron

**CAFB**—Creech Air Force Base

**FITS**—Fighter Index of Thermal Stress

**GREEN FLAG**—Exercise Green Flag

**NAFB**—Nellis Air Force Base

**NOTAM**—Notice to Airmen

PEX—Patriot Excalibur

**RED FLAG**—Exercise Red Flag

**RSO**—Range Safety Officer

**SDO**—Squadron Duty Officer

TAR—Training Accomplishment Report

**TES**—Test and Evaluation Squadron

**USAFADS**—United States Air Force Air Demonstration Squadron

**WPS**—Weapons School

## **Attachment 5 (Added)**

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

## Figure A5.1. 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)

# SUPERVISOR OF FLYING (SOF) TRAINING CHECKLIST

# Figure A6.1. SOF Training Checklist.

## SOF TRAINING CHECKLIST

1	has received the SOF familiarization	briefing and is auth	norized		
	itinue training.	_			
	Initials/Date	Initials/Date			
SC	DF Program Manager (57 WG/WGV)				
	e following training events are required for program completi Review the following: Traine (1) AFI 11-202V3/ACC Sup 1 (2) AFI 11-418/NAFB Sup (3) NAFBI 11-250 (Local Operating Procedure) (4) SOF Book, and SOF Radio Manual	on. e Initials	Date		
super and/o recov	Complete two (one if previously qualified as a SOF and/or Divised SOF tours. Each tour will be two hours minimum. One rone must be during a Flag or USAFWS Mission Employment (mass launch waiverable if unavailable.).	must be an opening	gtour,		
Signa			>		
c.	Demonstrate proficiency in:  (1) Operation of all radios accessible for SOF use (2) Preparing and sending SOF Reports (3) Control of actual/simulated emergency situation (4) Contact procedures for aircraft and support agencies (5) Publications and directives available to the SOF	Supervisor (2nd Tou Briefer Initials	Date		

	<b>Briefer Initials</b>	Date
e. Visit and receive orientation briefings on the followi (1) Control Tower Operations (2) Command Post Operations** (3) Weather Station Information		=
(4) Crash Recovery Operations** (5) Nellis ATC Facility Information (6) Blackjack Information		_
(7) Explosive Ordnance Disposal (EOD) Operation (8) Base Operations	S**	<u>_</u>
f. Complete the SOF test (Open book, Min pass of 85 g. Add e-mail address to 57 WG/SOF group (57 WG/SOF)		
<ol> <li>Request authorization for the above individual to perforduties. Upon OG/CC certifying the individual as a SOF update the letter of Xs and submit a 1522 to update AR a. SOF Certificate Initial (GS43)</li> <li>b. OG SOF Interview (XS 017)</li> </ol>	, I will inform the SQ/	
Signature and printed name of Unit Training Officer	Date	

<sup>\*</sup> Item may be accomplished with Deployed SOF Training Officer \*\*Item may be waived if a previously qualified SOF

#### **Attachment 7 (Added)**

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

## Figure A7.1. Certification for Supervisor of Flying (SOF) Training (MEMO).



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

MEMORANDUM FOR 57 OG/CC

FROM: UNIT

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

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

Capt XXX F-XX

2. Attached are nomination letters and completed training checklists. Requesting approval and certification as a SOF.

Commander., Lt Col, USAF Commander

Attachments: Nomination Letter Training Checklist

1st Ind, 57 OG/CC

TO: UNIT

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.

KENNETH A. SMITH Colonel, USAF Commander

cc

57 OSS/CC

57 WG/WGV