

**BY ORDER OF THE  
4TH FIGHTER WING COMMANDER**



**AIR FORCE INSTRUCTION 11-418  
SEYMOUR JOHNSON  
Supplement**

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**OPERATIONS SUPERVISION**

**4TH OPERATIONS GROUP/  
STANDARDIZATION AND  
EVALUATION (4 OG/OGV)**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-418, 22 December 2021, related to the Supervisor of Flying (SOF) and Operations Supervisor (Ops Sup) at Seymour Johnson AFB, NC. This supplement applies to all 4 Operations Group (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 in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through standardization/evaluation channels to the ACC Standardization Branch: ([accdotvsrtb@us.af.mil](mailto:accdotvsrtb@us.af.mil)). This publication must be supplemented at the unit level; all supplements must be routed to the Operations Group Commander (OG/CC) for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, Publications and Forms Management, for a description of the authorities associated with the tier numbers. Submit requests

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### ***SUMMARY OF CHANGES***

This publication is updated to reflect changes in local Operations Supervision guidance. Commanders and supervisors are responsible for ensuring applicable personnel are familiar with and comply with the provisions of this publication. The 4th Operations Group Commander (4 OG/CC) is the waiver authority for all items in this instruction.

2.2.1.1. **(Added)** During non-duty periods, if a SOF (or Ops Sup at those times when a SOF is not required) is on duty to assist transient fighter aircraft and/or (re)deployments, the 4 OG/CC, or designated representative, will be on call through the command post (4FW/A3) to provide assistance.

2.2.7.1. **(Added)** SOFs will ensure their personal Electronic Flight Bag (EFB) is synced and current and utilize that while on duty for primary access to all publications.

2.3.2.1. **(Added)** Will ensure a SOF/Ops Sup is on duty when required by **Table 3.2 (Added)** in addition to **Table 3.1**.

2.4.2.1.1. **(Added)** In addition to **Table 3.1**, the SOF will be on duty in accordance with (IAW) Table 3.2 **(Added)**.

2.4.2.3.1. **(Added)** The SOF is responsible for declaring the Bird Watch Condition (BWC) IAW the Seymour Johnson Air Force Base (SJAFB) Bird Aircraft Strike Hazard (BASH) Plan.

2.4.2.3.2. **(Added)** Prior to assuming SOF responsibilities, the SOF will receive a weather briefing from the duty weather forecaster and an airfield status briefing from Airfield Management personnel, and ensure that Airfield Management has accomplished an airfield inspection.

2.4.2.3.2.1. **(Added)** For SOF changeovers, the SOF assuming control will call the weather shop as soon as practical to inform them of the change-over and get a weather update.

2.4.2.3.2.2. **(Added)** The Mission Execution Forecast (MEF) does not supersede the Terminal Area Forecasts (TAF); it is only to be used for general local area weather awareness, water temps, and winds/waves assessments.

2.4.2.3.3. **(Added)** Before commencing local flying operations, the SOF will advise the 4 OG/CC (or designated representative) of expected runway, alternates, and any other factors (such as winds, waves, and weather) that may affect flying. The SOF will pass the flying status to the squadron duty desks.

2.4.2.4.4. **(Added)** All SOFs will ensure they are thoroughly familiar with all SOF Readfiles (posted both to the SOF Central SharePoint as well as in the SOF binder) prior to commencing SOF operations. Any SOF may recommend topics for new SOF Readfiles or rescission of current SOF Readfiles by contacting the OGV POC directly or sending an email to the OGV org email account.

2.4.2.6.1. **(Added)** Declaring a Divert (see also AFMAN 11-2F-15EV3\_4FWSUP, Chap 8). By default, MCAS Cherry Point (NKT) will be used as the 4 FW divert when an alternate is not required. If MCAS Cherry Point is not suitable (e.g., runway/barrier availability, weather, etc.), divers will be chosen in the following priority: JB Langley/Eustis (LFI), Shaw AFB (SSC), and NAS Oceana (NTU).

2.4.2.6.2. **(Added)** Declaring an Alternate. SOFs will declare alternates IAW AFMAN 11-202V3 and AFMAN 11-202V3\_ACC SUP. At a minimum, SOFs will declare an alternate if Seymour Johnson AFB (GSB) is within 1 hour of a TAF that has the weather going below 11-202V3 requirements. SOFs will notify 4 OG/CC prior to formally declaring the alternate for approval of alternate location.

2.4.2.6.2.1. **(Added)** Once the SOF has determined the alternate, he/she will advise the tower Watch Sup as well as squadron Ops Sups. Tower will include the alternate in the Automatic Terminal Information Service (ATIS) IAW SJAFBI 11-250.

2.4.2.6.3. **(Added)** Deteriorating weather information and recall/divert instructions will be expeditiously passed by the SOF to all airborne aircraft via the appropriate controlling agencies, the SOF frequency, and/or via formation discrete frequencies. The SOF will also notify the tower Watch Supervisor and base weather of any PIREPS that may affect local air traffic operations.

2.4.2.8.1. **(Added)** SOFs will use the SOF Central Access database as the primary means to track daily flying operations (reference SOF continuity material as well as the SOF Checklists).

2.4.2.8.2. **(Added)** Additionally, SOFs will utilize the “SOF Passdown Log” on the SOF Central SharePoint page (referenced from the OGV SharePoint) to pass pertinent information to the OG/CC as well as other SOFs. SOFs will describe any significant events that occurred as well as the decisions made and recommendations/lessons learned to aid other SOFs in the future.

2.4.2.8.2.1. **(Added)** This pass down log does not alleviate SOFs from calling the OG/CC IAW Commander’s Critical Information Reporting (CCIR) guidance or at the conclusion of local flying operations IAW 2.4.2.9.1.

2.4.2.9.1. **(Added)** The SOF will call the OG/CC or his/her representative at the conclusion of local flying operations (4 FW aircraft only) to recap significant events of the day.

2.4.2.10. **(Added)** IAW the 4 FW Base X Plan (OPR: 4 FW/A5) The SOF is considered a non-player during wing OREs/ORIs, and is exempt from ground crew chemical gear ensemble requirements, and exercise control tower evacuations while performing SOF duties. To the maximum extent possible during wing OREs/ORIs, SOF duty periods will be filled by the FTU squadrons.

2.4.2.11. **(Added)** SOFs will be thoroughly familiar with all SOF responsibilities and procedures as described in SJAFBI 11-250 (OPR: 4 OSS/OSA).

2.5.1.1.1. **(Added)** In addition to [Table 3.1](#) the Ops Sup/Top 3 will be on duty when required by [Table 3.2](#) **(Added)**.

2.5.1.4.2.1. **(Added)** FTU squadron Ops Sups will be prepared to assist non-FTU SOFs during any events that involve unique IQT (B/TX/SOC) student situations.

2.5.1.4.4. **(Added)** Ops Sups are responsible for managing the risks associated with stepping aircrew to fly who have PWCs at or near the observed/forecast weather. Ops Sups will ensure the SOF is notified of formation members' PWCs.

2.5.1.5.5.1. **(Added)** Temporary Flight Restrictions (TFRs) that may affect local flying and/or alternates/diverts, alternate field and associated weather, bird watch conditions on low-levels and ranges (if applicable), aircraft status, contract red air status, and any NOTAM updates.

2.5.1.6.1. **(Added)** The End Of Day (EOD) report format is left to the discretion of the individual SQ/CCs. At a minimum, the EOD will contain any IFE information, unusual occurrences, significant scheduling issues, or any other issues/information that needs to be brought to leadership attention. Squadron Ops Sup continuity material will include a description and directions for managing the EOD report.

2.5.1.7.1. **(Added)** Ops Sups will ensure Commander Critical Information Requirements (CCIRs) are reported to respective squadron leadership IAW squadron Ops Sup checklists.

**Table 3. 2 (Added) Minimum Flying Unit Supervision Requirements.**

Type of Operation	SOF Required	SOF Location	Ops Sup Required <sup>3</sup>
Daily Flying Operations (five or more 4 FW aircraft scheduled during any flying period <sup>1</sup> )	Yes	Tower	Yes
Reduced Flying Operations (four or less 4 FW aircraft scheduled during any flying period <sup>1</sup> )	No	N/A	Yes <sup>4</sup>
Functional Check Flight (FCF)	Yes	Tower	Yes
Operational Check Flight (OCF)	No	N/A	Yes
Cross-Country/TDY (Re)Deployment (five or more aircraft) <sup>2</sup>	Yes	Tower	Yes
Cross-Country/TDY (Re)Deployment (four or less aircraft)	No	N/A	Yes <sup>4</sup>
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. The flying period is as annotated on the daily Wing Flying Schedule published by 4 OSS/OSOS or as dictated by ATO for any activities conducted on weekends/holidays.</li> <li>2. If occurring on a non-duty day, SOF coverage for (re)deployment of five or more aircraft will be arranged by the squadron that owns the aircraft. The squadron will also be responsible for providing the SOF's name and expected duty period to the command post. For deployments, the SOF will remain in the tower until all aircraft have proceeded beyond the turn-back point or the local area, whichever is applicable. For redeployments, the SOF will remain in the tower until the last aircraft has completed dearm and is taxiing to park.</li> <li>3. The Ops Sup duty location is the squadron. If not sitting at the Duty Desk, the Ops Sup must be immediately available by telephone, radio, or squadron PA system.</li> <li>4. The Ops Sup does need to have a current SOF qualification when fulfilling this role.</li> </ol>			

4.1.1.1. **(Added)** IAW SJAFBI 11-250, emergency aircraft will normally use local channel 10 (277.4) as the SFA. The SOF will monitor the SFA during all emergency approaches.

4.1.2.1. **(Added)** IAW SJAFBI 11-250, the SOF will immediately notify the Tower Watch Supervisor and, when time permits, the LION NET members when an emergency is in progress. Reference SJAFBI 11-250, Chapter 4 for further command and control actions in the event of aircraft emergencies.

4.1.2.1. **(Added)** Time and circumstances permitting, the SOF will consult with the OG/CC and the applicable squadron Ops Sup after notification of aircraft emergency when developing the initial gameplan.

4.1.2.2.1. **(Added)** Once the emergency is terminated the SOF will contact the OG/CC with pertinent details. In all cases, communication with the OG/CC or applicable Ops Sups will not hinder emergency support.

4.1.4.1. **(Added)** To the max extent practical, the SOF frequency or other non-Air Traffic Control (ATC) frequencies will be used for lengthy problem discussions and information gathering between the emergency aircrew and the SOF.

4.2.1. **(Added)** During multiple emergencies, weather recalls, closed runway situations, or whenever deemed necessary, the SOF may request directly from the squadron's augmentation of additional SOF-certified individuals for immediate reporting to the tower or the SOF vehicle as required. Additionally, the SOF is encouraged to coordinate with any Ops Sup to pass off less critical emergencies and/or seek advice when handling complex situations (e.g., Formal Training Unit (FTU)-unique situations to the FTU squadron Ops Sup).

5.1.3. **(Added)** The Operations Group Standardization and Evaluation (OGV) SOF Program Manager will provide 4 Operations Support Group Airfield Operations (4 OSS/OSA) via the Watch Tower Supervisor with an updated list of personnel authorized or nominated to perform SOF duties. This list will serve as the control tower's entry authorization list (EAL) for SOF personnel.

5.2.1.1. **(Added)** The Ops Sup must have a minimum of 8-hours crew rest prior to performing duties and the Ops Sup duty day will not exceed 16 hours. For duty periods when the Ops Sup is also fulfilling the role of SOF, then SOF crew rest (IAW AFMAN 11-202V3) and duty day limits apply.

5.2.2.1. **(Added)** The maximum consecutive amount of time SOFs can be in the tower is 8 hours. The 4 OG/CC (or designated representative) can waive this for surges, exercises, or Higher Headquarter (HHQ) taskings (e.g., Operation Noble Eagle (ONE)).

5.2.3.1. **(Added)** Or as prescribed in **Table 3.2 (Added)**.

5.2.3.2. **(Added)** The SOF will accomplish the actions (as applicable) in **paragraph 2.4.2.3** to be in the tower no later than (NLT) 1 hour prior to the first takeoff. It is the SOF's responsibility to know the first takeoff time prior to their SOF tour and not rely solely on their squadron scheduler's posted time. The opening SOF will check with fighter scheduling the day prior to confirm the first takeoff time. Additionally, squadron scheduling will ensure when scheduling SOFs they adhere to this 1 hour prior to takeoff show time.

5.3.1.1. **(Added)** SOFs will be in their primary duty location IAW Tables **3.1** and **3.2 (Added)**. This includes local sorties flown by units deployed to SJAFB. Local fighter aircraft will not be allowed to takeoff until a SOF is in position. For cross-country or deployment departures, the SOF

will remain in the tower for a minimum of 15 minutes after the last takeoff. For recoveries, the SOF will be in the tower not later than 30 minutes prior to the proposed land time.

5.3.2.3.4. **(Added)** The alternate duty location is the SOF vehicle or a squadron operations duty desk. SJAFB does not have an alternate tower location. IAW SJAFBI 11-250, if the tower is evacuated for real-world circumstances, aircrew will be advised to contact Approach for airfield advisories. In this case, the likely course of action is that aircraft will need to divert and the SOF should get set up in the most expeditious manner to provide assistance via the Ultra High Frequency (UHF) radio as needed.

5.3.2.3.5. **(Added)** If not in the primary duty location with appropriate minimum comm equipment, the SOF will carry an frequency modulation (FM) radio at all times (call sign "Lion SOF") to ensure communication with the 4 OG/CC.

5.4.1.1.1. **(Added)** Individuals who are Non-Combat Mission Ready (N-CMR) or Non-Basic Mission Capable (N-BMC) due to an extended Duty Not Including Flying (DNIF) are authorized to perform SOF duties if already a certified SOF at SJAFB before becoming N-CMR/N-BMC. Individuals who are N-CMR/N-BMC due to a loss of an AFMAN 11-202V2 qualification because of deficient periodic eval performance are not authorized to perform SOF duties until successfully regaining their qualification. Individuals who are N-CMR/N-BMC due to not meeting sortie lookback will be approved by the OG/CC on a case-by-case basis via an OG/CC authorization comment on the squadron Letter of Xs. Exceptions to this policy may be approved on a case-by-case basis by the OG/CC.

5.4.1.2. **(Added)** In addition to the above, initial SOF nominees will have a minimum of six months time on station (either Ops or FTU). A pilot or Weapons Systems Officer (WSO) who is a previously certified SOF must have flown in the local area for at least 3 months prior to regaining SOF certification.

5.5.2.1. **(Added)** Squadron Commanders (SQ/CCs) nominate potential SOFs via the SOF Upgrade Checklist, but the OG/CC has the ultimate responsibility and waiver authority in determining an individual's readiness to assume SOF responsibilities.

5.5.2.2. **(Added)** Reference the OGV SharePoint for the most current version of the SOF upgrade checklist.

5.5.4.3.1. **(Added)** Due to high SOF turnover rate at SJAFB, upgrading SOFs will not execute a simulated CONFERENCE HOTEL procedure but will instead be briefed on current procedures at the annual SOF meeting.

5.5.4.10.1. **(Added)** Upgrading SOFs will also review CONFERENCE HOTEL procedures in the SOF checklist.

5.5.4.11. **(Added)** SOF upgrade tours will be with an instructor SOF (IAW [paragraph 5.5.4.12](#)).

5.5.4.12. **(Added)** Once a SOF has been performing SOF duties at SJAFB for six months or 12 tours, whichever occurs last, at SQ/CC discretion he/she may automatically be certified as an instructor SOF. The respective training shop will annotate the change on the Letter of Xs.

5.6.2.1. **(Added)** SOF currencies and continuation Training (CT) requirements will be monitored primarily via Patriot Excalibur (ePEX) and alternatively via Aviation Resource Management (ARMS) printouts.

5.6.3.1. **(Added)** The SOF who is providing supervision will also be an Instructor SOF IAW **paragraph 5.5.5.4.12 (Added)** and as listed on the squadron Letter of Xs.

5.7.3. **(Added)** Additionally, all SOFs are required to complete open book test at least once every 12 months. This will normally be accomplished during the semi-annual SOF meetings but can be accomplished in ePEX. Grace period for the annual SOF test is 90 days. During the grace period, SOFs may still perform SOF tours. After the grace period, SOFs will be considered “non-current” and shall not be scheduled to sit SOF before accomplishing the test.

5.8.1.1. **(Added)** 4 OG/OGV is designated as the overall Operations Supervision program monitor to include the SOF program.

6.10.1.1. **(Added)** CONFERENCE HOTEL procedures can be found in the SOF Checklist in the tower as well as respective squadron Ops Sup checklists.

7.1.1.1. **(Added)** See **paragraph 5.8.1.1. (Added)**.

7.1.2.1. **(Added)** See Tables **3.1** and **3.2 (Added)**.

7.1.3.1. **(Added)** See **Table 3.1 (Added)**. SOFs should expect Function Check Flight (FCF) crews or their respective Ops Sups to provide the following information: tail number, purpose of the FCF (full profile v. limited profile), aircrew names, estimated time of arrival (ETA)/estimated time of departure (ETD), and whether or not the following will occur: extended runway checks, quick climb, maximum brake check upon landing.

7.1.4.1. **(Added)** See **paragraph 2.4.2.4.4 (Added)**.

7.1.5.1. **(Added)** See **paragraphs 2.4.2.8.1 (Added)**, **2.4.2.8.2 (Added)**, **2.4.2.8.2.1 (Added)**, **2.4.2.9.**

**1 (Added) 7.1.6.1. (Added)** Units temporary duty (TDY) to SJAFB. OGV will relay the following SOF requirement to all visiting units at the in-briefing by the host squadron.

7.1.6.1.1. **(Added)** Visiting units will distribute and update the schedule through 4 OSS/OSOS primarily and their host unit alternatively. 4 Operations Support Squadron/ Wing Scheduling (4 OSS/OSOS) will incorporate the visiting unit schedule into the ePEX daily flying schedule. 4 Fighter Wing Operations (4FW/A3) will coordinate and maintain a telephone listing of deployed unit operations.

7.1.6.1.2. **(Added)** Prior to performing SOF duty, units TDY to SJAFB will.

7.1.6.1.2.1. **(Added)** Receive a briefing on SOF procedures from 4 OG/OGV (or designated representative).

7.1.6.1.2.2. **(Added)** Provide 4 OG/OGV with an EAL of all potential SOFs to include: name, rank, security clearance, and Social Security Administration Number (SSAN).

7.1.6.1.2.3. **(Added)** Receive a tower and facilities orientation from a SJAFB Instructor SOF.

7.1.6.1.2.4. **(Added)** Provide their own publications for SOF use in the tower if other than an F-15E.

7.1.6.2. **(Added)** SJAFB Units TDY/Deployed to other bases.

7.1.6.2.1. **(Added)** At SQ/CC discretion and IAW host nation requirements, SJAFB SOFs may perform SOF duties at all TDY/deployed locations.

7.1.6.2.2. **(Added)** If additional SOFs are needed at the TDY/deployed location, SQ/CCs will make every effort to get SOFs upgraded at SJAFB before leaving for the TDY/deployment. On a case-by- case basis the SQ/CC or Det Commander (Det/CC) (if applicable) may nominate aircrew for a SOF checkout at the TDY/deployed location IAW host base requirements and either Expeditionary Operations Group Commander (EOG/CC) (if applicable) or 4 OG/CC approval.

7.1.6.2.3. **(Added)** Unless stipulated otherwise in host base guidance, minimum requirements to be nominated for SOF upgrade while TDY/deployed are still IAW [paragraph 5.4.1](#).

7.1.7.1. **(Added)** 4 FW/A3 may contact the SOF either via the SOF landline or FM radio on the 4 FW Emergency Contact System (LION NET). Ops Sups may be contacted primarily via their respective duty desk landlines.

7.2.1.1.1. **(Added)** See [paragraph 5.2.1.1 \(Added\)](#).

7.2.1.2.1. **(Added)** Reference the Operations Group Stan/Eval (OGV) SharePoint for the most current version of the Ops Sup upgrade checklist. Final documentation for upgrading an aircrew member to Ops Sup will consist of the signed Ops Sup upgrade checklist and updating of the applicable squadron's Letter of Xs.

LUCAS J. TEEL, Colonel, USAF  
Commander

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

AFMAN 11-202V2, *Aircrew Standardization and Evaluation Program, 30 August 2021*

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

AFMAN 11-202V3\_ACCSUP, *Flight Operations, 25 March 2021*

AFMAN 11-2F-15EV3, *F-15E – Operations Procedures, 24 September 2020* SJAFBI 11-250, *Airfield Operations, 04 June 2019*

SJAFB Bash Plan, *Bird Aircraft Strike Hazard Plan, March 2020*

***Abbreviations and Acronyms***

**4 FW/A3**—4<sup>th</sup> Fighter Wing Current Operations

**4 OG/OGV**—4th Operations Group Standardization and Evaluation

**4 OSS/OSA**—4th Operations Group Airfield Management

**4 OSS/OSOS**—4th Operations Support Squadron Wing Scheduling

**ARMS**—Aviation Resource Management

**ATC**—Air Traffic Control

**ATIS**—Automatic Terminal Information Service

**ATO**—Air Tasking Order

**BMC**—Basic Mission Capable

**BWC**—Bird Watch Condition

**CC**—Commander

**CCIR**—Commander Critical Information Requirements

**CMR**—Combat Mission Ready

**CP**—Command Post

**CT**—Continuation Training

**Det/CC**—Detachment Commander

**EAL**—Entry Authorization List

**EFB**—Electronic Flight Bag

**EOD**—End of Day

**EOG/CC**—Expeditionary Operations Group Commander

**ePEX**—Patriot Excalibur

**ETA**—Estimated Time of Arrival

**ETD**—Estimated Time of Departure  
**FCF**—Functional Check Flight  
**FM**—Frequency Modulation  
**FTU**—Formal Training Unit  
**FW**—Fighter Wing  
**HHQ**—Higher Headquarters  
**IAW**—In Accordance With  
**IFE**—In-Flight Emergency  
**LION NET**—4<sup>TH</sup> FW Emergency Contact System  
**LFI**—JB Langley/Eustis  
**MCAS**—Marine Corps Air Station  
**MEF**—Mission Execution Forecast  
**NLT**—No Later Than  
**NKT**—MCAS Cherry Point  
**NOTAM**—Notice to Airmen  
**NTU**—NAS Oceana  
**OCF**—Operational Check Flight  
**OG**—Operations Group  
**OGV**—Operations Group Stan/Eval  
**OG/CC**—Operations Group Commander  
**ONE**—Operation Noble Eagle  
**ORE**—Operational Readiness Exercise  
**ORI**—Operational Readiness Inspection  
**PIREP**—Pilot Report  
**PWC**—Pilot Weather Category  
**SFA**—Single Frequency Approach  
**SJAFB**—Seymour Johnson Air Force Base  
**SSAN**—Social Security Administration Number SSC -Shaw Air Force Base  
**SQ/CC**—Squadron Commander  
**TAF**—Terminal Area Forecast  
**TDY**—Temporary Duty  
**TFR**—Temporary Flight Restriction

**Top 3**—Another term for Ops Sup

**UHF**—Ultra High Frequency

**WSO**—Weapons Systems Office