

**BY ORDER OF THE COMMANDER
SHAW AFB**



AIR FORCE INSTRUCTION 11-418

**SHAW AIR FORCE BASE
Supplement**

23 APRIL 2021

Flying Operations

OPERATIONS SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 20 OG/OGV

Certified by: 20 OG/CC
(Col Robert T. Raymond)

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AFI 11-418, 28 February 2020, is supplemented as follows: This publication expands and further defines the Shaw AFB operations supervision training, responsibilities, and interface with other agencies involved in the command/control of flying activities. This publication applies to all Shaw AFB flying units. 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 Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Contact supporting records managers as required.

Refer recommended changes and questions about this publication to 20 OG/OGV, 438 Killian Ave, Shaw AFB, SC 29152-5046, using AF Form 847, *Recommendation for Change of Publication*; route through your appropriate functional chain of command.

SUMMARY OF CHANGES

The majority of changes reduced the guidance to that specifically required by the parent regulation. The Supervisor of Flying (SOF) and Operations Supervisor (Top 3) nomination and upgrade program memoranda have been revised (Attachments 4 and 5).

2.2.1.1. **(Added)** The 20 OG/CC or his designated representative (“OG Brick Holder”) will be immediately available via OG hotline, phone, or 20 FW FM net. The 20 OG/CD and 20 OG squadron commanders are authorized to perform OG Brick Holder duties. All OG Brick Holders will ensure thorough understanding of guidance specified in AFI 11-418, this supplement and applicable flying regulations and waiver authorities that reside at the OG level. The OG/CC will meet with and give any additional guidance to OG Brick Holders prior to first duty.

2.4.2.1.1. **(Added)** SOF duty starts 1+30 prior to first scheduled takeoff. NLT 1+10 prior to first takeoff, the SOF will brief the recommended opening status to the OG Brick Holder and Top 3s. NLT 1+00, the SOF will be in the tower.

2.4.2.1.2. **(Added)** The SOF will be immediately available via SOF hotline, 20 FW FM net or UHF/VHF radio.

2.4.2.8.1. **(Added)** Equipment discrepancies, such as radio or phone problems, should be reported to the tower watch supervisor, OGV, and noted in the 20 FW SOF Tour Report.

2.4.2.8.2. **(Added)** SOF position discrepancies, such as outdated FLIP or incomplete SOF kit, should be reported to 20 OG/OGV immediately.

2.4.3.2.1. **(Added)** The Top 3 will be immediately available by phone.

2.4.3.4.4. **(Added)** Top 3s will collect Risk Management (RM) worksheets prior to step and ensure the sortie risk level is acceptable. Top 3s will file RM worksheets and keep for one month.

2.4.3.4.4.1. **(Added)** Paper copy RM assessment worksheets for each flight will be placed next to the AF IMT 4327 (sign out sheet). Pilots will fill out individual "PERSON" risk factors prior to the flight brief. Flight leads (or #3's) will review RM worksheets and ensure relevant mission risk factors and/or any additional individual "PERSON" risk factors are addressed during the flight brief.

2.4.3.4.4.2. **(Added)** Under "PERSON" factors, combine scores for all members of the flight.

2.4.3.4.4.3. **(Added)** RM sheets will be turned in to the Top 3 prior to step for review and approval. Top 3's and pilots will continually assess risk factors through the duration of the sortie.

2.4.3.6.1. Complete and email the daily operations report to OG/CC, FS/CC, FS/DO, and 20 OSS/Wing Scheduling when daily flying is complete. The report template is located in attachment 6.

5.1.1.1. **(Added)** SOF will review the PEX schedule and brief Tower Watch Supervisor of any checkrides and/or nonstandard flights that may impact pattern priorities.

5.4.2.1. **(Added)** SOF and Top 3 upgrade programs may be individually tailored, but must at a minimum meet the requirements of Attachment 4 and Attachment 5, respectively.

5.5.4. **(Added)** 20 FW SOFs will be considered “experienced” after completing 10 post-certification SOF tours. Experienced SOFs will be designated on the LOX and are approved to perform SOF upgrades.

5.5.4.10.1 **(Added)** Conference Hotel procedures are contained in the 20 FW SOF QRC.

5.5.4.10.1.1. **(Added)** Upgrading SOFs will talk through an example Conference Hotel Procedure and practice making a call during an upgrade tour.

5.5.5.5.1. **(Added)** 20 FW SOFs will maintain an Airfield Driver’s License in order to enable SOFs to utilize alternate duty locations.

5.8.2.3.1. **(Added)** Squadrons will file the completed upgrade memoranda of Attachment 4 and

Attachment 5 in the upgradee's gradebook.

5.8.1.1 **(Added)** 20 OG/OGV is the OPR for administration of the 20 FW Operations Supervision Program.

5.8.2.11. **(Added)** Forward recommendations for SOF program improvements to 20 OG/OGV.

7.2.1. **(Added)** The 20 FW SOF alternate duty locations are a vehicle borrowed from Airfield Management (bldg. 615) parked on the airfield or any squadron operations desk.

7.2.1.1 **(Added)** If parking on the airfield SOFs will prioritize parking with a clear view of final approach. When 22 is active, park north of Parking Row A. When 04 is active, park next to the Demo Team sunshades.

7.2.1.2 **(Added)** If required to move to an alternate duty location, SOFs will bring the portable handheld radio, binoculars, and a paper copy of the SOF QRC.

7.2.1.3 **(Added)** If Tower is not operational, and pilots are landing with RAPCON, SOF will be in position to see all aircraft landings while monitoring the SOF frequency on handheld radio.

7.3.1. **(Added)** A SOF will be in the tower for all functional check flights (FCFs).

7.4.1. **(Added)** The SOF Read File will be maintained by 20 OG/OGV. Electronic copies will be maintained on the 20 OGV SharePoint Site and in PEX.

7.5.1. **(Added)** The primary reference for the SOF local procedures and checklists is the 20 FW SOF QRC. The 20 FW SOF QRC is maintained on the 20 OGV SharePoint.

7.5.2. **(Added)** SOFs will use the 20 FW SOF Tour Report as the daily log. Instructions for filling out the report are located in the SOF QRC.

7.5.3. **(Added)** The SOF library is maintained electronically and is found on the 20 OGV SharePoint. Backup copies will be maintained via Electronic Flight Bags (EFBs) or hard copy and will be kept in the SOF kit for use at alternate duty locations.

7.5.4. **(Added)** SOFs will use their own EFB when performing SOF duties until dedicated SOF EFBs are provided by OGV.

7.6.1. **(Added)** Visiting non-20 FW units will coordinate supervision requirements through their host-unit project officer and 20 OG/OGV.

7.6.2. **(Added)** 20 FW units TDY will reach back to 20 OG/CC (or designated OG Brick Holder) for any regulations or waiver authority requiring OG/CC or higher. TDY units will only request local waiver authority if specified in MOU or a transfer of OPCAN has occurred.

ROBERT T. RAYMOND, Colonel, USAF
Commander

Attachment 1 (Added)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION****References**

AFPD 11-2, *Aircrew Operations*, 31 January 2019
AFMAN 11-202V3, *General Flight Rules*, 10 June 2020
AFI 33-360, *Publication and Forms Management*, 1 December 2015
AFMAN 33-363, *Management of Records*, 1 March 2008

[20 FW FCIF Pubs Library](#)

[Wing Plans Library](#)

Prescribed Forms (Added)

No added adopted forms.

Adopted Forms

No added adopted forms.

Abbreviations and Acronyms (Added)

EFB—Electronic Flight Bag

EOD—Explosive Ordnance Disposal

FLIP—Flight Information Publications

FGU—Fighter Generation Unit

MOC—Maintenance Operations Center

OGV—Operations Group Standards and Evaluations

PEX—Patriot Excalibur

RAPCON—Radar Approach Control

RM—Risk Management

QRC—Quick Reaction Checklist

Attachment 4 (Added)

20 FW SOF NOMINATION AND UPGRADE PROGRAM MEMORANDUM

Figure A4.1. (Added) 20 FW SOF Nomination and Upgrade Program Memorandum

MEMORANDUM FOR RECORD	(Date)	
FROM: (XX) FS/CC		
SUBJECT: Supervisor of Flying (SOF) Upgrade for Rank Name		
1. (Rank Name) meets the nomination requirements and has completed this SOF upgrade program IAW 11-418:		
Task & OPR	Date	Initials
AFMAN 11-202v3 (parent AFMAN & ACC Sup) Review		
AFMAN 11-2F-16v3 (parent AFMAN, ACC Sup, & Shaw Sup) Review		
AFI 11-418 (parent AFI & Shaw Sup) Review		
Local Guidance Review (11-250, Pilot Aid, SOF QRC)		
Shaw AFB Plans Review (108, 91-212, 91-204) See Wing Plans Library link in Attachment 1		
SIPRNET account, Unit Security Manager		
WX brief, 20 OSS/OSW x2363		
RAPCON and Tower brief, 20 OSS/OSAR x1058		
Airfield Management brief, 20 OS/OSAA x2356		
Fire Station brief, 20 CE/CEF x4709		
EOD brief, 20 CE/CED x0275		
Command Post brief, 20 FW/CP x5850		
MOC brief, 20 MXS/MXOO x1696		
OGV brief and SOF test, 20 OG/OGV x1885		
Airfield Driver's License (Contact OSAA x2356)		
Talk through example Conference Hotel (CH) procedures on upgrade tour; call actual CH number to test connectivity.		
OG/CC Interview		
Upgrade Tours (4 hours total required, 2 hour min each tour)	Date	SOF
Opening Tour		
Additional Tour		
(Rank Name) has completed 10 SOF tours and is qualified as an experienced SOF		
2. I recommend (Rank Name) be certified for SOF duties.		
1st Ind, 20 OG/CC MEMORANDUM FOR (XX) FS/CC Approved/disapproved	(FS/CC), Lieutenant Colonel, USAF Commander, (XX) Fighter Squadron ROBERT T. RAYMOND, Lt Col, USAF Commander, 20th Operations Group	

Attachment 5 (Added)**20 FW TOP 3 NOMINATION AND UPGRADE PROGRAM
MEMORANDUM****Figure A5.1. (Added) 20 FW Top 3 Nomination and Upgrade Program Memorandum.**

MEMORANDUM FOR RECORD		Date
FROM: (XX) FS/CC		
SUBJECT: Operations Supervisor (Top 3) Upgrade for (Rank Name)		
1. (Rank Name) has completed the following Top 3 upgrade program:		
Task & OPR	Date	Initials
AFI 11-202v3 Review (ACC & Shaw Sup)		
AFI 11-2F-16v3 Review (ACC & Shaw Sup)		
AFI 11-418 Review		
AFI 11-418 Review (Shaw Sup)		
AFI 21-101 (Shaw Sup, para 10.19-10.20)		
Local Guidance Review (11-250, Pilot Aid, SOF QRC)		
Shaw AFB Plans Review (108, 109, 91-204)		
SIPRNET account, Unit Security Manager		
WX brief, 20 OSS/OSW x2363		
FGU Pro Super brief		
Read through Conference Hotel Procedures in SOF QRC		
Upgrade Tour	Date	Top 3
Supervised Tour		
2. I recommend (Rank Name) be certified for Top 3 duties.		
1st Ind, 20 OG/CC MEMORANDUM FOR (XX) FS/CC Approved/disapproved		(FS/CC), Lieutenant Colonel, USAF Commander, (XX) Fighter Squadron
		ROBERT T. RAYMOND, Lt Col, USAF Commander, 20th Operations Group

Attachment 6 (Added)

20 FW TOP 3 END OF DAY REPORT TEMPLATE

Figure A6.1. (Added) 20 FW SOF TOP 3 End of Day Report Template

XX FIGHTER SQUADRON

End of Day Report: DD Mmm YYYY

TOP 3	Times

1. FLYING SCHEDULE

GO	Scheduled Lines		Lines Flown	RAP Effective Lines
1				
2				
Total				

3. GABs

LINE#	TAIL#	C/S	REASON

4. CODE 3s

LINE#	TAIL#	C/S	REASON

5. IFE / UNUSUAL SITUATION

LINE#	TAIL #	C/S	DETAILED COMMENTS

6. JETS OFF-STATION (X-COUNTRY, DIVERT BASES)

LINE#	TAIL #	C/S	DETAILED COMMENTS

7. UPGRADES / CHECKRIDES / RAP-NON-EFFECTIVES

PILOT	SORTI E	EFFECTIVE - Y/N (REASON IF NE)

8.DEVIATIONS / AIRSPACE VIOLATIONS / CANCELS / UNUSUAL OCCURENCES

LINE#	TAIL #	DETAILED COMMENTS