

**BY ORDER OF THE COMMANDER
SPANGDAHLEM AIR BASE (USAFE)**



AIR FORCE INSTRUCTION

11-418

**SPANGDAHLEM AIR BASE
Supplement**

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Flying Operations

OPERATIONS SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Daniel R. Lindsey)

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Air Force Instruction (AFI) 11-418, *Operations Supervision*, 22 Dec 2021, is supplemented as follows: This supplement sets out policies and procedures relating to the Operations Supervision (Ops Sup) program at Spangdahlem Air Base (AB) and applies to all units assigned to the 52d Fighter Wing (52 FW). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with (IAW) the Air Force Records Disposition Schedule located at https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF 847, *Recommendation for Change of Publication*; route DAF 847s from the field through the appropriate functional's chain of command. 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 DAFI 90-160, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This publication is updated to reflect changes in local Operations Supervision guidance. 52 FW reduced flying status guidance has been clarified.

Commanders and supervisors are responsible for ensuring applicable personnel are familiar with and comply with the provisions of this publication. The 52d Operations Group Commander (52 OG/CC) is the waiver authority for all items in this instruction.

2.2.3.1.1. **(Added)** The SOF will continually monitor the designated SOF ultra high frequency and very high frequency radios in the tower, as well as SFA. The SFA is an ATC frequency designated as a conduit for local ATC and distressed aircrew during emergency recoveries. SOFs will coordinate SFA use prior to transmission unless safety of flight is in question.

2.2.3.1.2. **(Added)** The SOF will use a headset to the maximum extent possible.

2.2.5.1. **(Added)** Master copies of the checklists will be maintained on the R: drive and S: drive. Operational copies of the checklists will be kept on the SOF's personal Electronic Flight Bag (EFB) devices.

2.2.7.1. **(Added)** Primary SOF publications will be referenced from the 52 OG Master FCIF Library (electronic). The secondary reference for SOF publications will be the SOF's personal EFB devices. The following publications will be kept in the SOF library as well as in the EFB to be carried to an alternate duty location if needed:

2.2.7.1.1. **(Added)** T.O. 1F-16CM-1

2.2.7.1.2. **(Added)** T.O. 1F-16CM-1CL-1

2.2.7.1.3. **(Added)** 52 FW In-Flight Guide

2.2.7.1.4. **(Added)** 52 OG/OGV SOF Checklist

2.2.7.1.5. **(Added)** Other publications may be added with 52 OG/OGV approval.

2.4.2.1.1. **(Added)** SOF checklists will be maintained in the Restricted R: drive, the Shared S: drive, and on the SOF's personal Electronic Flight Bag devices.

2.4.2.1.2. **(Added)** Receive a weather briefing from 52 Operations Support Squadron Weather Flight (52 OSS/OSW).

2.4.2.2.1. **(Added)** During flying operations, SOFs will monitor the SABER NET and be available via the standard phone line and hot line phone to the 52 OG/CC (or designated representative) and the 52 FW Command Post (52 FW/CP).

2.4.2.3.1. **(Added)** The airfield status will be reported as VFR whenever the forecasted weather does not require an IFR alternate IAW AFMAN 11-202v3 guidance. If the forecast weather does not allow a VFR status, Spangdahlem AB will have an airfield status of IFR. In either case, pilots will use the 52 FW In-Flight Guide for fuel planning requirements to satisfy AFMAN 11-202v3 requirements.

2.4.2.3.2. **(Added)** The alternate field status will be reported as VFR if the alternate weather is better than a 2000' AGL ceiling and 4800 meters visibility (3 NM), allowing pilots to fly to initial for the active runway. Otherwise, the alternate field status will be IFR. In either case, pilots will

use the 52 FW In-Flight Guide for fuel planning requirements to satisfy AFMAN 11-202v3 requirements.

2.4.2.4.1. **(Added)** The SOF will check all arrival aircraft with binoculars for proper gear and flap configurations to the maximum extent practical.

2.4.2.5.1. **(Added)** Anytime the airfield status changes to a worse condition (i.e. patterns close or if the field requires an alternate), the SOF is responsible to ensure 100 percent contact with 52 FW airborne aircraft and the 52 OG/CC.

2.4.2.6.1. **(Added)** Time and situation permitting, the SOF will inform the 52 OG/CC of intentions prior to divert/recall aircraft or potential runway closure. If conditions due not permit prior 52 OG/CC notification, the SOF will inform the 52 OG/CC as soon as possible after implementing the divert/recall procedures or runway closure procedures. The SOF will also inform the squadron Ops Sups and the 52 FW/CP.

2.4.2.8.1. **(Added)** The SOF tour log template is located as [Attachment 4](#) to this supplement.

2.4.2.8.2. **(Added)** Discrepancies should be documented in the appropriate section of the SOF Tour Report and communicated to 52 OG/OGV.

2.4.2.8.2.1. **(Added)** All communication equipment discrepancies will be reported to the Tower Watch Supervisor. Record all job control/work order numbers in the SOF daily report. Supply shortages should be coordinated with the oncoming SOF or 52 OG/OGV.

2.4.2.9.1. **(Added)** Advise the 52 OG/CC as soon as practical of the following:

2.4.2.9.1.1. **(Added)** In-flight emergencies.

2.4.2.9.1.2. **(Added)** Significant weather changes.

2.4.2.9.1.3. **(Added)** Airfield status changes.

2.4.2.9.1.4. **(Added)** Any unusual events.

2.4.2.10. **(Added)** Prior to SOF changeover, contact the current SOF for pertinent information.

2.4.3.1.1. **(Added)** Sign off any unread FCIFs and SOF Readfiles in ePEX before acting as Ops Sup.

2.4.3.1.2. **(Added)** For deployment, contingency, or split operations, units may use attached pilots, previously certified as Ops Sups, upon nomination by the squadron or detachment commander and approval by the 52 OG/CC or EOG/CC ([Table 3.1](#), Note 3).

2.4.3.1.3. **(Added)** During ongoing ACE operations, 52 OG/CC delegates the use of Squadron Duty Officers (SDO) due to a lack of qualified or formerly qualified Operations Supervisors (Top 3s) to fulfill both home-station and off-station operations. The SDO will be manned by experienced Flight Leads or Instructor Pilots with no requirement to be a previously trained SOF or Top3. However, all attempts will be made to fill the role with previously or currently qualified Top 3s or SOFs.

2.4.3.2.1. **(Added)** Be available to 52 FW command and control via phone line and/or phone hot line (if available at the Ops Sup duty location). Communication via FM brick is acceptable.

2.4.3.4.1.1. **(Added)** To the maximum extent possible, notification will be prior to stepping any pilots.

2.4.3.6.1. **(Added)** The Ops Sup daily log template is located as an attachment to this supplement.

2.4.3.8. **(Added)** To the maximum extent possible, conduct a briefing with the SOF prior to the first pilot step and no later than the engine starts of the shift period.

2.4.3.9. **(Added)** Work directly with the 52d Communication Squadron Maintenance Job Control Section to correct any radio issues within the squadrons.

3.4. **(Added) Minimum Supervision Requirements.** These are in addition to [Table 3.1](#) requirements.

3.4.1. **(Added)** A SOF will be scheduled for all daily flying operations. For reduced flying operations as defined in [Table 3.1](#) under conditions permitting VMC flight (prevailing and forecast) at the IFR Min Vectoring Altitude (MVA) over the VFR entry points (ceiling > 2300'/visibility > 5km), only an Ops Sup is required if 6 or fewer local aircraft are flying. SOFs will complete the "VFR / Reduced Flying Ops" checklist and receive OG approval prior to release from supervisory duties. The scheduled SOF will remain on base and on call in the event that weather conditions change that require a SOF in the control tower. In this case, the Ops Sup need not be SOF qualified, but will complete all minimum required checklist items per the SOF checklists.

3.4.2. **(Added)** Local Functional Check Flights require a SOF in the primary duty location.

3.5. **(Added) Procedures for deployed units to integrate into the 52 OG Ops Sup structure.**

3.5.1. **(Added)** When deployed units are conducting the only flying at Spangdahlem AB, the appropriate level of supervision from those units will assume both the SOF and Ops Sup duties (as required in [Table 3.1](#)).

3.5.2. **(Added)** When deployed units are flying during 52 OG operations, the 52 FW will provide the SOF; however, the deployed unit will establish an Ops Sup or equivalent.

3.5.3. **(Added)** Deployed units conducting operations from Spangdahlem AB will ensure the unit Ops Sup has a set of applicable publications readily available (to include any unique regulations/instructions and Technical Orders (TO) (or equivalent)).

4.3. **(Added) During abnormal or emergency situations, the SOF will:**

4.3.1. **(Added)** Obtain call sign, aircraft type, tail number, nature of emergency, aircraft configuration (live ordnance, chaff/flares, etc.), location, intentions (cable engagement, etc.), and estimated time of arrival.

4.3.2. **(Added)** Assist the aircraft commander in any way possible.

4.3.2.1. **(Added)** Utilize the appropriate MDS Ops Sup for assistance in recovery of aircraft if an emergency occurs in a different MDS than the SOF is qualified. The SOF must remain informed of all decisions and is responsible for coordinating all recovery operations. As needed, the SOF may coordinate for the appropriate Ops Sup to transmit to the emergency aircraft on the SOF or emergency Single Frequency Approach (SFA).

4.3.3. **(Added)** Notify Tower Watch Supervisor as soon as possible. As time permits, notify the 52 OG/CC (or designated representative) and affected squadron Ops Sup of any emergency situations, accidents, or incidents that are reported by an aircraft or agency.

4.3.4. **(Added)** Work closely with the Command Post to ensure all relevant information is passed in a timely manner.

4.3.4.1. **(Added)** Notification should be primarily via telephone hotline. The back-up notification method will be via FM radio.

5.2.2.1. **(Added)** Maximum duty day for SOF is 12 hours with 12 hours spent performing SOF duties.

5.2.2.2. **(Added)** SOF tour starts when the SOF reports to AM Ops and ends when the last 52 FW aircraft shuts down.

5.2.3.1. **(Added)** If a SOF is required but not yet in position, local aircraft will not taxi unless approved by the 52 OG/CC (or a designated representative).

5.3.1.1. **(Added)** The primary duty location for the SOF is in the control tower at the SOF station.

5.3.2. **(Added)** The alternate SOF duty positions in order of priority are the alternate control tower (must coordinate with the Tower Watch Supervisor prior to use), the SOF vehicle (must be in a position to monitor takeoffs and landings and be equipped IAW AFI 11-418, paragraph 2.2.3.), Squadron Operations desk, and the 52 FW/CP.

5.3.3. **(Added)** During exercise operations, the SOF will not participate in control tower evacuations or use of chemical warfare gear. Additionally, the SOF will remain in the primary or alternate duty location (as applicable).

5.5.1.1. **(Added)** The SOF upgrade worksheet contains training requirements and is located in the 52 OG OI 11-2F-16v1.

5.5.1.2. **(Added)** Certification will be annotated on the Squadron Aircrew Certification Letter of X's (LOX) as a SOF, and the completed upgrade form will be placed in the individual's gradebook.

5.5.2.1. **(Added)** All SOF nominees must have at least 60 days' Time-On-Station and must be an Experienced Pilot IAW 11-2F-16v1.

5.5.4. **(Added)** Experienced SOFs will be defined as any pilot who has been qualified as a 52 FW SOF, completed 10 SOF tours, and certified by the 52 OG/CC. Experienced SOFs will be annotated with an "E" on the LOX. Only Experienced SOF's are certified to upgrade aircrew members to SOF status.

5.5.4.10.1. **(Added)** During the closing tour, a practice CONFERENCE HOTEL will be accomplished by calling the hotline number.

5.5.4.11. **(Added)** Upgrading SOFs will accomplish one opening tour and one closing tour.

5.5.5.7.1. **(Added)** To the maximum extent possible the SOF test will be administered by 52 OG/OGV. SOF test questions will be derived from 52 OG SOF Master Question File.

5.5.6.1. **(Added)** For previously certified SOFs, only an opening tour need be performed.

5.6.2.1. **(Added)** The SOF currency will be tracked in ePEX.

5.7.1.1. **(Added)** Additionally, Squadron Ops Sups, 52 FW Flight Safety, and AM Ops Flight Commander are required to attend the meeting (if unable to attend, they will review meeting minutes).

5.8.1.1. **(Added)** 52 OG/OGV is the 52 FW OPR for the Ops Sup and SOF programs.

5.8.2.11. **(Added)** Publish procedures for use, review, and maintenance of SOF read files on the R: drive.

6.1. (Added) If a CONFERENCE HOTEL call is required, use the 452-6233 line if able (for SOF), or an appropriate squadron telephone line (Ops Sup).

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Commander, 52d Fighter Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*, 30 Aug 21

Abbreviations and Acronyms

(Added) ePEX—Electronic Patriot Excalibur

Attachment 2**SUPERVISOR OF FLYING (SOF) PROCEDURAL/EMERGENCY CHECKLIST**

A2.1.1. (Added) Local procedure checklists are maintained on the R: drive and on every SOF's personal EFB devices.

Attachment 4

SOF DAILY LOG TEMPLATE

Figure A4.1. SOF Daily Log Template.

DD MMM YY

1. SOF TOUR INFORMATION:

<i>Rank / Name</i>	<i>Sq</i>	<i>*FCIF#</i>	<i>*SOF RF#</i>	<i>Start</i>	<i>End</i>	<i>Signature</i>

2. OPENING FIELD STATUS:

<i>RWY</i>	<i>VFR Pattern</i>	<i>Divert/ Alt</i>	<i>Cables In</i>	<i>Taxiways Closed</i>	<i>Lights</i>	<i>TACAN</i>	<i>ILS</i>	<i>Hot Pits</i>	<i>Bird Watch</i>	<i>RWY Cond</i>

ICE FOD procedures?

Yes

3. EVENT LOG (e.g. Changes to Opening Status, A/C Emergencies or Diverts...)

<i>TIME (Z)</i>	<i>Event Log</i>
	52 FW First Takeoff
	52 FW Last Land
	52 FW flying ops terminated

4. EMERGENCY DETAILS:

<i>TIME (Z)</i>	<i>Emergency Details (<u>i.e.</u> Ground/Air EP, was EP declared, details)</i>

5. COMMENTS / SUGGESTIONS / COMPLAINTS (call OG/OGV at x6181 if urgent):

Attachment 5

OPS SUP DAILY LOG TEMPLATE

Figure A5.1. Ops Sup Daily Log Template.

480 FS END OF DAY REPORT
 DATE: dd Mmm yyyy
 LOCATION: Spangdahlem AFB, Germany

SCHEDULE SUMMARY				
OPS SUP:		SOF:		
TURN (PITS)	SORTIES SCHEDULED	SORTIES FLOWN	SPARES USED	EFFECTIVE
1 st Go				
RAP counters added due to AAR				
Sorties added from HOT PITS				
RAP counters/Sorties (list both if different)				
Flight time				
SCHEDULING DEVIATIONS				
LINE	AIRCRAFT	DEVIATION	REASON	
UNUSUAL OCCURENCES				
TOP-3 NOTES				
UPGRADES/EVALS (FLIGHT AND SIM)				
UPGRADEE	IP/FE/Sq Sup	MISSION	MX RESULT	Ops Result/ Remarks (Wx, Mx, Stud Perf)

Type	Charged To
GAA – Ground abort before eng start	MX – Maintenance
GAB – Ground abort after eng start	OP – Operations
GAC – Ground abort after taxi	SU – Supply
AD – Addition	HHQ – Higher Headquarters
CX – Cancellation	WX – Weather
ET – Early take off (>30’)	SY – Sympathy
LT – Late take off (>15’)	AT – Air Traffic Control
SP – Spare	OT – Other
TS – Tail number swap	UTE – Utilization Day
AA – Air Abort	XEH – HHQ Exercise
AI – Air Abort, IFE	XEL – Local Exercise
EL – Early Landing (>30’)	
FE – IFE After Mission Accomplished	
LL – Late Landing (>15’)	