COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 11-4, *Aviation Service.* It establishes the responsibilities, requirements, procedures and training for the supervision of flying operations. This instruction applies to all flying units, including those operating Unmanned Air Systems (UAS), 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 (USAFE), and CAF units within Air Force Reserve Command (AFRC). This instruction applies to all Air National Guard (ANG) units with ACC, PACAF, and AETC oversight. With the exception of Chapter 7 and Attachment 4, Conference Hotel Procedures, this instruction does not apply to Air Force District of Washington (AFDW), Air Force Material Command (AFMC), Mobility Air Forces (MAF) units within AFRC, MAF units within USAFE, Air Force Special Operations Command (AFSOC), and the United States Air Force (USAF) Aerial Demonstration Team (Thunderbirds). These units will follow Conference Hotel Procedures when judged necessary for safety of flight. This instruction does not apply to Air Mobility Command (AMC). Civil Air Patrol (CAP) is not required to comply with this instruction.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**. Recommendations for improvements to this volume will be submitted on AF Form 847, *Recommendation for Change of Publication*, through channels, to the parent MAJCOM Stan/Eval. Parent MAJCOM Stan/Eval will forward approved recommendations to lead command OPR (ACC Standardization Branch: **ACCDOTVSRTB@langley.af.mil**). This instruction requires units to issue supplements. The requirement is discussed throughout the instruction and in detail at Chapter 8.

AF/A3/5 is the approval authority for interim changes to this instruction.

(AETC) This supplement implements and extends the guidance of AFI 11-418, *Operations Supervision***.** It establishes AETC flying operations supervision requirements that support AETC objectives. It applies to all AETC units that fly AETC training missions and to AFRC units under AETC oversight. With the exception of the associate instructor pilot program, this supplement does not apply to Air National Guard units. It does not apply to Civil Air Patrol (CAP)-USAF.AETC units will submit suggested improvements to this supplement on AF Form 847, *Recommendation for Change of Publication***,** in accordance to AFI 11-215, *USAF Flight Manuals Program (FMP)* as supplemented. (AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program (FMP).* Refer to that publication for guidance on filling out the form.) Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Record*s, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **http://www.my.af.mil/afrims/afrims/afrims/rims.cfm.**

(12FTW) This supplement implements and extends the guidance of AFI 11-418, 15 September 2011, and AETC SUP 1, 28 March 2012 This supplement establishes procedures and requirements for 12 OG Operations Supervision at Joint Base San Antonio (JBSA) - Randolph, 479 FTG Operations Supervision at NAS Pensacola, and 306 FTG Operations Supervision at the

US Air Force Academy. It applies to all aircrew assigned and attached to the 12th Flying Training Wing. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through the appropriate functional's chain of command. The Privacy Act of 1974 affects this instruction. The Privacy Act System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS), covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-294 (Aviation Career Incentive Act of 1974), 93-570 (Appropriations Act for 1974), and Executive Order 9397. The authorities to collect and or maintain the records prescribed in this publication are 37 U.S.C. 301a, *Incentive pay*: Pub.L. 92-204, *Appropriations Act for 1973*, Section 715; Pub.L. 93-570, *Appropriations Act for 1974*; Pub.L. 93-294, *Aviation Career Incentive Act of 1974*; DoD Instruction 7730.57, *Aviation Career Incentive Act and Required Annual Report;* Air Force Instruction 11-401, *Aviation Management*; Air Force Instruction 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*; Air Force Instruction 11-421, *Aviation Resource Managemen*t; and E.O. 9397 (SSN). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.   Unless otherwise specified, the 12th Operations Group Commander (12 OG/CC), 479th Flying Training Group Commander (479 FTG/CC), or 306th Flying Training Group Commander (306 FTG/CC) are the overall waiver authorities for this supplement for their respective groups. Units shall request waivers to this supplement through 12 OG/OGV, 306 FTG/FTGV, or 479 FTG/OGV.

SUMMARY OF CHANGES

This publication is updated to reflect changes in guidance, administration, and procedures dealing with Operations Supervision. The major changes include OG/CC will determine Supervisor of Flying (SOF) requirements for C2ISR units, types of operations were reduced and revised, minimum flying unit supervision requirements table and notes were reduced and revised, updated Squadron Duty Officer (SDO) requirements for USAFE units, incorporated additional information for AFGSC helicopter units, SOF maximum duty day, and CONFERENCE HOTEL information heavily revised in attachment 4.Major changes include administrative changes and updated CONFERENCE HOTEL information in attachment 4.

(AETC) This publication is substantially revised and must be completely reviewed. Major changes include: Changes OPR to AETC/A3V and deletes references to 19 Air Force; clarifies applicability; realigns guidance with new basic AFI; deletes requirement to have the OG/CC certify squadron operations supervisors (2.2.2); establishes use of AF Form 4348 for SOF certification documentation (4.1.7); requires SQ/CCs to designate SOF liaison officers in each squadron (4.2.3); deletes reference to flight commander training program; deletes redundant thermal stress guidance and refers reader to AFPAM 48-151 for guidance (4.3.16); adds Ops Sup requirement to review ORM prior to crews stepping (4.4.18); establishes SOF duty day requirements (6.2.2); authorizes WG/CCs to delegate SOF vehicle requirement waiver authority to OG/CCs (6.4.3); update SOF currency requirements (6.7.1); establishes AETC/A3V as the

waiver authority (10.1); and deletes thermal stress attachments 5 and 6. A bar (|) indicates a change since last edition.

(12FTW) This publication is substantially revised and must be completely reviewed. Major Changes include: adding the 479 FTG and 306 FTG under the 12 FTW; removes references to the T-43; updates numbering and paragraphs to reflect changes in guidance, administration, and procedures and to align with the new basic AFI; SOF certification requirements have been changed to two tours for the 12 OG IAW the basic AFI; deletes requirement for SOF upgradees to accomplish any simulator mission for SOF certification.

1. General.

1. (AETC)General. For the 306th Flying Training Groups (FTG), operations group commander (OG/CC) and wing commander (WG/CC) refer to the FTG/CC. For the 479 FTG, OG/CC refers to the FTG/CC. For the 336th Training Group (TRG), OG/CC and WG/CC refer to the TRG/CC.

1.1. The basic supervision structure for flying operations consists of the Operations Group Commander (OG/CC), the Supervisor of Flying (SOF) and the squadron supervisors, i.e., Operations Supervisor (Ops Sup, also referred to as Top 3).

1.1. **(12FTW) 306 FTG Only.** The Operations Supervision structure also includes the 94th Flying Training Squadron (FTS) Soaring Control Officer (SCO), and the 98 FTS Drop Zone Control Officer (DZCO). Guidance for these unique programs can be found in the individual squadron's respective operating instructions.

1.2. 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 para 3. Specific duties and responsibilities are defined throughout this instruction.

1.3. For the purpose of this instruction "experienced" is used in accordance with (IAW) the definition provided in the Mission Design Series (MDS) specific AFI 11-2MDS Volume 1.

1.3.1. For the purposes of this instruction only, aircrews are also considered "experienced" when previously rated "experienced" in another MDS or previously rated "experienced" in a different crew position in the same MDS. These individuals must then be selected by the Squadron CC and approved by the OG/CC for operations supervision responsibilities.

1.3.2. Where no definition is provided, "experienced" will be determined by the unit squadron commander and approved by OG/CC.

2. Functions:

2.1. **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.

2.1. **(AETC)** The 58 OG/CC, 97 OG/CC, 314 OG/CC, 479 FTG, and 336 TRG/CC will determine if a wing supervisor of flying (SOF) is required. In these units, if a SOF is not used, either the operations supervisor (Ops Sup) or a duty officer will be on duty in the squadron to handle squadron-unique issues. Individuals functioning in this capacity must be current and qualified in a unit aircraft.

2.1. **(12FTW) SOF. 479 FTG Only.** Due to the nature of flying operations at NAS Pensacola the 479 FTG/CC has determined that a SOF is not required. The respective squadron Ops Sup will be on duty in each squadron to handle squadron-unique issues as directed in this supplement. Additionally, the squadron Ops Sup will perform the SOF functions unless specifically noted in this supplement.

2.1.1. SOF is not required for rescue/weather/electronic attack/airlift/air refueling/special operations/deployed U-2 Ops. (For C2ISR, the OG/CC will determine if a SOF program is required. If a program is established this Instruction applies. At a minimum, C2ISR units will establish an Ops Sup/Top 3 program.)

2.2. **Ops Sup/Top 3**. The squadron Ops Sup/Top 3 will only be filled by the following individuals: the squadron commander, the squadron operations officer, assistant operations officer(s), flight commanders, or other individuals deemed qualified by the squadron commander and approved by the OG/CC. **ANG/AFRC**: OG/CC or Air Operations Officer (AOO) will determine requirements for Ops Sup and will determine the appropriate personnel to fill the Ops Sup position. ANG/AFRC may combine SOF and Ops Sup duties.

2.2. **(12FTW) Ops Sup/Top 3.** Squadron Operations Supervisors will be nominated by the squadron commander and approved for training by the OG/CC. Use **Attachment 7** as a guide for nominating individuals to perform squadron Ops Sup duties. Use **Attachment 8 (12 OG/479 FTG) and Attachment 10 (306 FTG)** to document training. These upgrade checklists outline the minimum training requirements for Squadron Ops Sup programs. Upon completion of training the SQ/CC will certify that all training has been completed and recommend certification. The OG/CC will certify all squadron Ops Sups. Squadrons are responsible for annotating certification on the AF Form 4348 and squadron LOX, and ensuring nomination letter and training checklist/certification documentation is maintained in the individuals training folder.

2.2.1. Squadron commander and operations officer decision authority may be delegated to this position to make operations-related decisions and recommendations.

2.2.1. **(12FTW)** Squadron commanders will be responsible for administering the Ops Sup program to include establishing procedures for documenting and correcting its program and equipment deficiencies.

2.2.2. **(Added-AETC)** The Ops Sup is the focal point for decisions affecting squadron flying operations and will ensure flying operations comply with applicable directives. The OG/CC will establish a training program for those selected for Ops Sup duties. On a case-by-case basis and with the OG/CC's approval, an individual who has not been trained or certified as an Ops Sup may perform Ops Sup duties. This will allow short-term coverage until a trained and certified Ops Sup can assume these duties.

2.2.3. **(Added-AETC)** The Ops Sup will be at the primary duty location to the maximum extent possible and, as a minimum, available as outlined in **Table 1**, while on duty.

(EXCEPTION: The 98 FTS Ops Sup may provide supervision from outside the primary duty location for UV-18 sorties that do not conduct operations at the USAF Academy.)

2.2.3. **(12FTW)** The primary duty location for the Ops Sup will be the respective squadron operations desk. **Note: 479 FTG Only.** The alternate location will be the other squadron operations desk. The "Alternate Ops Sup Location Plan" is contained in the QRC.

2.3. **(Added-12FTW) 306 FTG Only. Drop Zone Control Officer (DZCO).** The DZCO is the direct representative of the 98 FTS Ops Sup and is the focal point for command and

control of jump operations. The DZCO works closely with the Ops Sup to ensure the safe and effective accomplishment of the jump mission. Decision authority for all jump-related issues is delegated to this position.

2.4. **(Added-12FTW) 306 FTG Only. Soaring Control Officer (SCO).** The SCO is the direct representative of the 94 FTS Ops Sup and is the focal point for soaring operations. The SCO is responsible for command and control of soaring operations (call sign "Overlord"). In addition, the duty position of SCO Training Officer (SCOTO) exists to manage the squadron's Ops Sup/SCO programs and act as the squadron's point of contact for the 306 FTG SOF program.

3. Operations. This section identifies the minimum flying unit supervisory requirements depending on types of operations involved. (Additional requirements can be defined in the unit supplement).

3.1. **Types of Operations**. The definitions for types of operations that are used in **Table 1** are:

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

3.1.1.1. **(Added-12FTW) 12 OG Only.** Missions that takeoff and land at home station, to include FCF and out-and-back sorties, are considered "daily flying operations" for the purposes of this instruction and a SOF will be required. For reduced flying operations such as flyovers, composite flights, etc, the OG/CC will determine SOF requirements. In these situations, only one SOF (normally Randy SOF) is required if local flying is complete or suspended.

3.1.1.2. **(Added-12FTW) 306 FTG Only.** 94 FTS, 98 FTS, and 557 FTS local cross country sorties, "round robins" that depart and land at home station, and FCF sorties are considered "daily flying operations" for the purposes of this instruction, and a SOF is required when operating into or out of KAFF. 94 FTS and 557 FTS aircraft home station is KAFF. 98 FTS aircraft home station is KCOS and only requires an Ops Sup when conducting non-parachuting operations.

3.1.1.3. **(Added-12FTW) 479 FTG Only.** T-6 and T-1 missions that take off and land at NAS Pensacola, to include FCF and out-and-back sorties, are considered "daily flying operations" for the purposes of this instruction.

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

3.1.2. **(AETC)** Cross-country sorties are considered on-going off station sorties.

3.1.2. **(12FTW) On-Going Off Station Sorties. 306 FTG Only.** For the 306 FTG these "on-going off-station sorties" include any flying contingent designated as a training TDY or competition. An Ops Sup is required on the contingent and will report the beginning and end of all daily flying operations and any unusual occurrences to the respective SQ/DO, or SQ/CC. In all cases, the Ops Sup will notify the FTG-A of ANY unusual occurrences (e.g. bird strikes, reserve canopy deployment, hot brakes).

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

3.1.3. **(AETC)** Deployed operations are defined as five or more aircraft away from home station with the intent to accomplish multiple sorties from the same location.

3.1.4. **Scrambles.** Aircraft launched on a scramble order from an alert posture.

3.2. **Minimum Supervision Requirements**. These are outlined in **Table 1** for each type of operation.

3.2.1. **(Added-12FTW)** Deployed operations will utilize a SOF, Ops Sup, or detachment commander at the discretion of the OG/CC or FTG/CC. Consideration will be given to the type of sortie (ID vs. student training) and complexity of the training involved. (See Table 1. Note 2).**Note: 12 OG Only.** A SOF will not be required in the primary duty location for T-1 recoveries when 4 or less T-1s are airborne, the sorties are 2 hours or less, and all other local flying is complete, unless directed by the OG/CC. Supervision will be delegated to squadron Ops Sups IAW AFI 11-418 Table 1. Relinquishing SOFs will coordinate with T-1 squadron Ops Sups prior to handoff of SOF responsibilities.

3.2.2. **(Added-12FTW) Cross-Country Sortie Supervision Requirements.** A SOF is required in the primary duty location for all cross-country departures, but not for cross-country returns. **Note: 479 FTG Only.** Ops Sups will be on duty for Cross Country Departures until 30 minutes after the aircraft's actual takeoff time. Ops Sups will be on duty for cross-country returns at least one hour prior to the aircraft's planned time of arrival.

Table 1. Minimum Flying Unit Supervision Requirements.

Type of Operation	SOF Location	Ops Sup Location
Daily Flying Operations:	**Duty Location 1**	**Squadron 1 (Active Duty/AFRC)**
		Available 3 (ANG)
On-Going Off-Station Sorties	N/R	Available 3
Deployed Operations 2	As Required	As Required
Scrambles	N/R	N/R (Active Duty/AFRC)
		Available 3 (ANG)

Notes:

1. 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 and will be immediately available by telephone, pager, radio or intercom. The SOF and Ops Sup will be at their duty locations 45 minutes prior to the estimated time of arrival of unit aircraft. For reduced flying operations (defined as 4 or less fighter aircraft or 2 or less of the same type of non-fighter aircraft), the OG/CC may determine if a SOF is required.

2. For deployed operations, the detachment commander will coordinate with host base Operations Group for supervision requirements. This may involve integrating into the host base SOF and/or Ops Sup program.

3. Must be immediately available by telephone, pager, radio, or intercom. (USAFE: Ops Sup for on-going off station sorties can be filled by an experienced aircrew member (SDO) as defined in the unit supplement.)

Table 1. (AETC) Minimum Flying Unit Supervision Requirements.

Type of Operation	SOF Location	Ops Sup Location
Daily Flying Operations:	**Duty Location 1**	**Squadron 1** **(Active Duty/AFRC)**
		Available 3 (ANG)
On-Going Off-Station Sorties	N/R	Available 3
Deployed Operations 2	As Required	As Required
Scrambles		N/R (Active Duty/AFRC)
	N/R	Available 3 (ANG)

Notes:

1. 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 and will be immediately available by telephone, pager, radio or intercom. The SOF and Ops Sup will be at their duty locations 45 minutes prior to the estimated time of arrival of unit aircraft.

For reduced flying operations the OG/CC may determine if a SOF is required. Reduced flying operations are defined as 4 or less fighter aircraft or 2 or less of the same type of non-fighter aircraft or, while adhering to these limitations for fighter and non-fighter aircraft, 6 total aircraft if 2 or more are RPA.

1. (AETC) For airlift or tanker operations, the Ops Sup will remain at the primary duty location until the crew for the last launch of the day leaves the squadron for their mission. As long as there are no outstanding issues, the Ops Sup may then notify the wing SOF and depart the duty location, but must remain on telephone recall. Profile changes made after the step brief, but before takeoff, will be coordinated with the Ops Sup by telephone. The SOF will remain on duty as long as aircraft are airborne and will ensure any Ops Sup released is recalled as necessary. Ops Sups released to telephone recall may begin crew rest for the next day's flying activities (flying, SOF duty, etc.). However, any official interruptions, including telephone calls, will trigger crew rest interruption safeguards for the next day's flying activities (AFI 11-202, Volume

3, General Flight Rules).

2. For deployed operations, the detachment commander will coordinate with host base Operations Group for supervision requirements. This may involve integrating into the host base SOF and/or Ops Sup program.

3. Must be immediately available by telephone, pager, radio, or intercom. (USAFE: Ops Sup for on-going off station sorties can be filled by an experienced aircrew member (SDO) as defined in the unit supplement.)

Table 1. (12FTW) Minimum Flying Unit Supervision Requirements

Type of Operation	SOF Location	Ops Sup Location
Daily Flying Operations:	**Duty Location 1**	**Squadron 1** **(Active Duty/AFRC)**
		Available 3 (ANG)
On-Going Off-Station Sorties	N/R	Available 3
Deployed Operations 2	As Required	As Required
Scrambles	N/R	N/R (Active Duty/AFRC)
		Available 3 (ANG)

Notes:

1. 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 and will be immediately available by telephone, pager, radio or intercom. The SOF and Ops Sup will be at their duty locations 45 minutes prior to the estimated time of arrival of unit aircraft.

For reduced flying operations the OG/CC may determine if a SOF is required. Reduced flying operations are defined as 4 or less fighter aircraft or 2 or less of the same type of non-fighter aircraft or, while adhering to these limitations for fighter and non-fighter aircraft, 6 total aircraft if 2 or more are RPA.

1. (AETC) For airlift or tanker operations, the Ops Sup will remain at the primary duty location until the crew for the last launch of the day leaves the squadron for their mission. As long as there are no outstanding issues, the Ops Sup may then notify the wing SOF and depart the duty location, but must remain on telephone recall. Profile changes made after the step brief, but before takeoff, will be coordinated with the Ops Sup by telephone. The SOF will remain on duty as long as aircraft are airborne and will ensure any Ops Sup released is recalled as necessary. Ops Sups released to telephone recall may begin crew rest for the next day's flying activities (flying, SOF duty, etc.). However, any official interruptions, including telephone calls, will
trigger crew rest interruption safeguards for the next day's flying activities (AFI 11-202, Volume
3, General Flight Rules).

1. **(12FTW) 306 FTG Only:** 306 FTG Unit Operations Complexes are the respective flying squadrons and: 94 FTS - KAFF Tower Complex; 98 FTS - Bldg. 121 at Peterson AFB; 557 FTS - Bullseye Fire Station.

2. For deployed operations, the detachment commander will coordinate with host base Operations Group for supervision requirements. This may involve integrating into the host base SOF and/or Ops Sup program.

3. Must be immediately available by telephone, pager, radio, or intercom. (USAFE: Ops Sup for on-going off station sorties can be filled by an experienced aircrew member (SDO) as defined in the unit supplement.)

3. **(12FTW) 306 FTG Only:** Ops Sup for on-going off station sorties can be filled by an experienced aircrew member (SDO).

4. Responsibilities: 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**.**

4. (12FTW)Responsibilities: Note: 306 FTG Only. The FTG-Available (FTG-A) is the 306 FTG/CC's designated representative.

4.1. **OG/CC** (**ANG/AFRC:** OG/CC or AOO) **will:**

4.1.1. Be responsible for the implementation, direction and execution of the Operations Supervision program.

4.1.2. Be immediately available to the SOF or Ops Sup/Top 3 (if no SOF is either available or required based on the type of operation) for consultation during daily flying operations.

4.1.3. Ensure tenant flying units use host/tenant memorandum of agreement (MOA)/letter of agreement (LOA) to avoid duplication of effort.

4.1.3. **(12FTW) 306 FTG Only.** For UAS/RPA operations in the local USAFA flying area, refer to the current 306 FTG and HQ USAFA MOU for UAS operations.

4.1.4. Be the final approval authority for unit supplement to this instruction.

4.1.5. **(Added-AETC)** Appoint, in writing, a SOF program manager at the OGV level. Maintain the appointment memorandum in the program manager's training folder. **Note:** The OGV SOF program manager will be a current SOF.

4.1.6. **(Added-AETC)** Review the qualifications of all candidates before they enter into the SOF program.

4.1.7. **(Added-AETC)** Certify the minimum number of SOFs necessary to safely accomplish the mission. Certification will include a face-to-face interview. Document SOF certification on an AF Form 4348 before the candidate performs SOF duty. File the signed AF Form 4348 in the individual's training folder.

4.1.8. **(Added-AETC)** For units that have elected not to have a SOF, include guidance in unit supplements on which SOF functions in the basic instruction and this supplement need to be performed by other agencies or duty positions.

4.1.9. **(Added-AETC)** Ensure adequate means are employed to counter the adverse effects of temperature extremes on crewmembers that require extended ground preparation.

4.2. **SQ/CC (or equivalent) and/or SQ/DO will:**

4.2.1. Ensure a SOF/Ops Sup is on duty when required by **Table 1**

4.2.2. Be available to the Ops Sup/Top 3 for consultation during flying operations.

4.2.3. **(Added-AETC)** Designate primary and alternate SOF Liaison officers in each squadron.

4.2.4. **(Added-12FTW)** Be responsible for managing the Ops Sup program for their respective squadron.

4.3. **SOF will:**

4.3. **(12FTW) SOF will: 479 FTG Only.** Except as noted, all SOF functions in this section will be performed by the respective squadron Ops Sup.

4.3.1. Be on duty when required by **Table 1** or as directed by the OG/CC.

4.3.1. **(12FTW) 12 OG Only.** Randy (East Runway) and Hangover (West Runway) SOF. Because of the unique nature of two independent control towers/runways, each SOF normally works independently of one another. SOFs will refer to Table 1 of the basic AFI to determine minimum requirements for their respective runway.

4.3.2. Be responsible to the OG/CC for monitoring and supervising all phases of unit flying operations and will provide guidance, advice, assistance and recommendations to aircrews, unit supervisors (i.e. Ops Sup/Top 3), C2 personnel, and/or other supporting agencies (as required) regarding the safe and efficient conduct of flight operations.

4.3.2.1. Ensure that in-flight emergency (IFE) recovery plans and weather related mission changes reflect sound airmanship, follow AFI and technical order (TO) guidance, and adhere to sound ORM principles (i.e. does it make sense?).

4.3.3. Direct appropriate actions, on behalf of the OG/CC, 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.

4.3.4. Prior to the first launch, ensure the airfield/heliport status is suitable for safe operations IAW Air Force, major command (MAJCOM) and local directives.

4.3.4. **(AETC)** For specialized undergraduate pilot training (SUPT), joint primary pilot training (JPPT), Euro-NATO joint jet pilot training (ENJJPT), and pilot instructor training (PIT), establish a home and auxiliary field status (to include an alternate if required), 1 hour before the first scheduled launch.

4.3.4.1. **(Added-12FTW) 12 OG Only.** Randy and Hangover SOFs will keep each other informed of their respective status and any situation that may have any impact on the other pattern, runway, or ground movement (weather, NOTAMS, etc).

4.3.4.2. **(Added-12FTW) 306 FTG Only.** SOFs will establish a home and auxiliary field status prior to the first scheduled activity at that airfield. NOTE: The squadron Ops Sup will determine all necessary cancellations or rollovers for their respective squadrons.

4.3.4.3. **(Added-12FTW) 479 FTG Only.** Prior to the first launch, base operations will notify the Ops Sup (via e-mail) with airfield status. If this information has not been received, call base operations to verify airfield status.

4.3.5. During an emergency or an abnormal situation, provide aircrews with guidance, timely advice and assistance to determine a correct course of action.

4.3.5. **(AETC)** When required, designate an aircraft to fly chase.

4.3.5. **(12FTW)** The SOF will notify the applicable squadron's Ops Sup, who may monitor the conversation (on the squadron multi-frequency UHF/VHF radio) and will provide technical assistance requested by the SOF. As soon as practical, the SOF will acquire the nature of the problem, the pilot's intentions, and emergency actions (if applicable). Pass information via the crash net/CP and the Ops Sup.

4.3.6. Be in a position to visually monitor the final approach and landing of IFE aircraft. 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. (*ANG/AFRC:* Not required.)

4.3.6. **(AETC)** Note: The 58 SOW is exempt from this requirement.

4.3.6. **(12FTW) 479 FTG Only.** As a tenant unit at NAS Pensacola, the 479 FTG is not permitted access to the control tower. If able, the operations supervisor will attempt to monitor IFE aircraft from their duty location.

4.3.7. Monitor the status of primary and emergency airfields/heliport and inform aircrews of changes that may affect flight operations.

4.3.7. **(AETC)** Also, closely monitor the status of the runways and navigational facilities serving the home field, auxiliary fields, ranges, drop zones, etc. Designate alternate airfields if required. Notify local aircraft through the tower watch supervisor, air route traffic control center (ARTCC), or guard frequency (if necessary) of any status changes that may affect recovery fuel. Ensure the automatic terminal information service (ATIS) reflects all relevant local flying information.

4.3.7. **(12FTW)** Each SOF is responsible for ensuring that the pattern status and bird watch conditions are correct for their applicable runway. At all times, the SOF will coordinate with the Watch Supervisor when determining status changes. When there is a bird status change, the SOF will notify the flying squadrons and Airfield Management Operations.

> 4.3.7.1. **(Added-12FTW) 306 FTG Only.** When bird status is changed to MODERATE or SEVERE, notify 306 FTG Safety (SE).

> 4.3.7.2. **(Added-12FTW) 479 FTG Only.** As a tenant unit at NAS Pensacola, the 479 FTG has no control over the airfield or ATIS. Any relevant flying information can be relayed via the squadron ops frequency. Any critical information, such as a weather recall, should be relayed via squadron ops frequency and assistance should be requested from tower and ARTCC.

4.3.8. When deteriorating weather conditions affect flying operations, coordinate with wing agencies and utilize all available resources (i.e., weather, radar, tower personnel, pilot reports, etc.) to determine the best course of action for wing aircraft. The SOF will determine suitable weather alternates and inform the OG/CC accordingly.

4.3.9. Coordinate with the air traffic control (ATC) watch supervisor or senior controller for runway changes as needed.

> 4.3.9.1. **(Added-12FTW) 12 OG Only.** Randy and Hangover SOFs will work together at determining the optimum time for runway changes and coordinate with ATC to ensure safe flight operations. In addition, SOFs will ensure that ATC is coordinating with opposite direction traffic between JBSA-Randolph and Seguin Auxiliary.

> 4.3.9.2. **(Added-12FTW) 479 FTG Only.** Recommendation for a runway change should be made through the control tower via telephone. Aircrew may request a more suitable runway from tower.

4.3.10. Prepare a daily log to aid in tracking operations and major events. For units that do not use a SOF, this log will be filled out by the Ops Sup/Top 3 IAW paragraph 4.4.8. Log format and content will be defined by unit supplement.

4.3.10. **(12FTW)** The SOF (or Ops Sup for 479 FTG) will prepare a daily log. The format will be Microsoft Excel, and will include, at a minimum: SOF name and start/stop time, active runway, pattern status, weather alternates, bird condition and mitigation activities, ITS condition, unusual occurrences and/or IFEs.

4.3.11. The SOF will debrief the OG/CC of any aircraft involved in an unusual situation, IFE, weather divert or other mission change requiring SOF action or intervention. Ensure that the applicable Ops Sup/Top 3 has the necessary information to inform squadron leadership.

4.3.11. **(12FTW)** SOFs will use the Land Mobile Radio ("brick") as primary means of communication with the OG/CC. During emergencies, abnormal occurrences, changes in status or other noteworthy items, if more detail is needed, or if the brick is inoperative, the use of the telephone is authorized. In this case, pertinent information should be passed along to other agencies as necessary and as time and conditions permit. SOFs will enter pertinent information from IFEs, reportable incidents, or unusual situations into the computer-based SOF log.

4.3.12. **(Added-AETC)** Complete squadron go/no-go checklist items prior to beginning a tour.

4.3.13. **(Added-AETC)** Review and initial quarterly meeting minutes before beginning a tour.

4.3.14. **(Added-AETC)** Adequately evaluate current and forecast weather conditions, to include current observations, forecasts, watches, warnings, advisories, and significant changes expected.

4.3.15. **(Added-AETC)** Contact squadron Ops Sups and clarify any special requirements (initial solo, solo and team out-and-back, flight evaluations, air refueling, airdrops, etc.).

4.3.16. **(Added-AETC)** Ensure flying activities consider procedures for operations under extreme thermal conditions, according to AFPAM 48-151, *Thermal Injury*. This is accomplished principally through the determination and application of thermal indices, Fighter Index of Thermal Stress (FITS) and Wind-Chill Index, and associated caution and danger zones.

4.3.16. **(12FTW)** SOFs will coordinate with Base Weather for the Index of Thermal Stress (ITS) and Chill Index. When the ITS Condition changes, SOFs will notify the squadron Ops Sups.

4.3.17. **(Added-AETC)** Take action to locate any overdue aircraft.

4.3.17. **(12FTW) 12 OG Only.** A communications search will be initiated at approximately 1 hour and 20 minutes (1+20) after takeoff for T-38C IFF, 1+30 for T-38, 2+00 for T-6 and 3+30 for T-1 sorties.

4.3.18. **(Added-AETC)** Brief the replacement SOF on the current situation. Do not change SOFs when an emergency is in progress.

4.3.19. **(Added-AETC)** Complete the opening, changeover, and closing SOF checklists. As a minimum, opening SOFs will:

4.3.19.1. **(Added-AETC)** Verify status of home field runways, navigational facilities, and bird conditions.

4.3.19.2. **(Added-AETC)** Review notices to airmen (NOTAM).

4.3.19.3. **(Added-AETC)** Check communications to confirm the operability of hot lines, radios, etc.

4.4. **Ops Sup/Top 3 will:**

4.4.1. Be on duty when required by **Table 1** or as directed by the SQ/CC or SQ/DO.

4.4.1. **(AETC)** Be at the primary duty location to the maximum extent possible and, as a minimum, available as outlined in **Table 1** (as supplemented), while on duty.

4.4.2. Be immediately available to assist the SOF and aircrew.

4.4.3. 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.

4.4.4. For situations where both the SOF and Ops Sup/Top 3 are not qualified to provide technical assistance to the type of aircraft airborne, schedule an instructor or experienced crewmember to be immediately available for aircraft technical assistance.

4.4.4. **(12FTW) 306 FTG Only.** 557 FTS aircraft are considered like aircraft. All sailplanes are considered like aircraft.

4.4.5. Be responsible for the execution of the daily flying schedule and coordinate any mission changes as required (e.g. aircraft tail number changes, crew swaps, flight-plan and airspace changes). **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.

4.4.5.1. Ensure the SOF is advised of any changes or deviations to the squadron's flying schedule.

4.4.5.2. Ensure electronic scheduling and tracking systems are updated to include changes to and deviations from the daily flying schedule.

4.4.5.3. Be the primary liaison between Ops and Maintenance during the execution of the flying schedule.

4.4.6. Be assisted by SARM personnel or a Duty Desk Officer (DDO) as required.

4.4.6.1. **(Added-12FTW) 306 FTG Only.** Squadrons will create and document the process for certifying personnel to perform duty desk procedures. SQ/DOs are designated as authorizing officials.

4.4.7. Ensure crews are briefed on the following:

4.4.7.1. Aircraft/heliport and airfield status and configuration

4.4.7.2. Scheduled and available airspace

4.4.7.3. Applicable weather for locations that aircrew are flying

4.4.7.4. Significant local hazards

4.4.7.5. Additional items as defined in the unit supplement to this instruction

4.4.7.5. **(AETC)** Before aircrews "step" to the aircraft, brief them and verify they have accomplished all required currency items. In addition, ensure the currency of crews scheduled to perform currency-based ground duties (RSU, SOF, etc.). Units will prescribe the content of these step briefings in their unit supplement. **Note:** Due to the remote location of UV-18 aircraft from the squadron, the 98 FTS Ops Sup may conduct the briefing via telephone.

4.4.7.5. **(12FTW)** Required items for step briefs will be outlined in the respective Group's Checklist/QRC, and will include as a minimum: a review of the weather, applicable NOTAMS, airfield status, status of alternates (if applicable), bird watch condition, BASH/BAM information (if applicable), changes to publications, and ORM. In addition, Ops Sups will review Go/No-Go items, restrictions, and currencies for assigned aircrew and brief additional restrictions for aircrew participating in approved AETC Flying Programs. Squadrons may add additional mission specific items as appropriate.

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

4.4.8. **(12FTW)** Utilize the End of Day Report format.

4.4.9. Debrief the SQ/CC and/or DO of any aircraft involved in an unusual situation, IFE, weather divert or other significant mission change.

4.4.9.1. **(Added-12FTW) 479 FTG Only.** Ops Sups will also debrief the FTG/CC.

4.4.9.2. **(Added-12FTW) 306 FTG Only.** Complete draft OPREP-3 messages for any incident or unusual occurrence required by AFI 10-206, Operational Reporting, and applicable supplements or as directed by the FTG-A. Send the draft OPREP-3 to the 306 FTG SOF.

4.4.10. **(Added-AETC)** Be on duty 1 hour before first takeoff. The duty day will not exceed 12 hours unless waived by the OG/CC.

4.4.10. **(12FTW)** During periods of off-station flying, the designated Ops Sup will be available to the Command Post by telephone for recall during their entire period of duty. In addition, the Ops Sup will be immediately available by telephone to assist with off-station aircraft should problems arise. Refer to **Attachment 9** **(Added-12FTW)** for additional information.

4.4.11. **(Added-AETC)** Complete squadron go/no-go checklist items.

4.4.12. **(Added-AETC)** Check weather, to include current observations, forecasts, watches, warnings, advisories, significant changes expected, and NOTAMs.

4.4.13. **(Added-AETC)** Ensure the flying-related information displayed at the operations counter is current. This includes airfield and pattern status, barrier position, takeoff and landing data (except T-1, airlift, tanker, special operations, and rescue), fighter index of thermal stress (FITS) and chill index (see AFPAM 48-151), current and forecast weather data, and any other information deemed necessary for mission accomplishment. Update the SOF as required.

4.4.14. **(Added-AETC)** Ensure the SOF is familiar with any special requirements for that day (for example, initial solo, solo and team out-and-back, air refueling, airdrops).

4.4.15. **(Added-AETC)** (Undergraduate Flying Training Only) Notify the runway supervisory unit (RSU) of special flying requirements (for example, initial solos, solo students in the Commander's Awareness Program, solo and team out-and-back, and flight evaluations).

4.4.16. **(Added-AETC)** Monitor the SOF's radio frequency (as required).

4.4.17. **(Added-AETC)** In conjunction with the aircrew, deconflict entry and exit times on all local-area low-level routes. Use all available resources (such as Avian Hazard Advisory System [AHAS] and bird avoidance model [BAM]) to minimize the risk of bird strikes to low-level aircrew.

4.4.18. **(Added-AETC)** Review Operational Risk Management (ORM) data and ensure the appropriate mission decision authority has assessed mission risk prior to crew step.

4.4.19. **(Added-12FTW) 479 FTG Only.** When deteriorating weather conditions affect flying operations, Ops Sups will coordinate with base agencies and utilize all available resources (i.e., weather, radar, tower personnel, pilot reports, etc.) to determine the best course of action for squadron aircraft. This course of action could extend to departures and recoveries as well as diverts. Only use Guard (243.0/121.5) when necessary for safety of flight.   In general, if the flying status is deteriorating use Guard to notify aircrew. If the flying status is improving the use of Guard is not warranted.

4.4.20. **(Added-12FTW) 479 FTG Only.** Ops Sups for Deployed Operations (or detachment commander when applicable) will send the normal daily reports to the home base Ops Sup for use in their normal reports.

4.4.21. **(Added-12FTW) 479 FTG Only.** Make the following reports:

4.4.21.1. **(Added-12FTW) 479 FTG Only.** Verbally notify the 479 FTG/CC (or designated representative) when the squadron's first aircraft of the day begins to taxi for takeoff and include the current airfield status, alternate (if applicable), and pertinent notes (BWC, ITS, NOTAMS, etc.).

4.4.21.2. **(Added-12FTW) 479 FTG Only.** Send an "opening report" email to the 12 FTW/CC, 12 FTW/CV, 479 FTG/CC, 479 FTG/CV, and each 479 FTG squadron commander with the same information as the verbal notification.

4.4.21.3. **(Added-12FTW) 479 FTG Only.** Send a "closing report" email to the 12 FTW/CC, 12 FTW/CV, 479 FTG/CC, 479 FTG/CV, and each 479 FTG squadron commander with information on any major events (unusual situation, IFE, diverts, etc.) from the day and the location of any aircraft not at home station.

4.4.21.4. **(Added-12FTW) 479 FTG Only.** Send an email containing information for the Daily Stand Up (DSU), IAW squadron policies.

4.4.22. **(Added-12FTW) 479 FTG Only.** Ops Sups may perform duties while DNIF unless specifically prohibited by the flight surgeon.

4.4.23. **(Added-12FTW) 479 FTG Only.** Remain on duty until the last aircraft has shut down and the aircrew has returned to the duty desk.

4.5. **Other Key Wing Personnel:**

4.5.1. Wing (or equivalent) commanders ensure other group commanders support the OG/CC when and where needed in order to execute an effective program.

4.5.2. Mission Support group commanders are responsible for the maintenance, upgrade and repair of the applicable SOF facilities and equipment.

4.5.2. **(12FTW) 306 FTG Only.** 10 ABW Commander is responsible for the maintenance, upgrade, and repair of SOF facilities and equipment; including equipment used by each squadron's Ops Sup, the SCO and DZCO.

4.5.3. Mission Support group/Logistic Readiness group commanders are responsible for maintenance, upgrade and repair of the SOF vehicle.

4.5.4. **(Added-AETC)** The SOF program manager will:

4.5.4.1. **(Added-AETC)** Determine and maintain the minimum number of individuals required to safely accomplish SOF duties. As a minimum, this calculation will include the length of the daily flying window, number of tours per day, number of tours per type of aircraft or squadron, equitable distribution of tours, and currency requirements.

4.5.4.2. **(Added-AETC)** Maintain SOF currency.

4.5.4.3. **(Added-AETC)** Answer directly to the OG/CC for training, certification, scheduling, execution, and maintenance of the program.

4.5.4.4. **(Added-AETC)** Verify that SOF candidates have completed all required training and received OG/CC certification before performing SOF duties.

4.5.4.5. **(Added-AETC)** Develop and administer the SOF certification test, a controlled test of at least 25 questions. Annually review and update (as needed) the SOF certification test.

4.5.4.6. **(Added-AETC)** Conduct quarterly SOF meetings. Develop a process to ensure absentees review the meeting minutes before reporting to the tower for SOF duty.

4.5.4.7. **(Added-AETC)** Implement and maintain a SOF information read file. Develop a process to ensure SOFs review the information or read file before performing SOF duty.

4.5.4.7. **(12FTW) 12 OG Only.** All SOFs will review and sign off any new SOF read files in TIMS prior to performing duties in the tower. SOF Program Manager

will ensure quarterly SOF meeting minutes are available in the read file for review no later than one day following the meeting.

4.5.4.8. **(Added-AETC)** Ensure primary and alternate SOF liaison officers have been designated in each squadron.

4.5.5. **(Added-AETC)** SOF liaison officers will:

4.5.5. **(12FTW) Added)** SOF Liaison Officer (SOFLO) and assistant SOFLO will be designated in writing by the SQ/CC. This letter will be provided to the SOF Program Manager. The SOFLO and assistant SOFLO are required to be certified SOFs. The SOFLO will assist the SOF Program Manager and serve as the focal point for all squadron and/or aircraft-specific SOF issues.

4.5.5.1. **(Added-AETC)** Ensure SOF upgrade tours are conducted under the supervision of an experienced SOF. **Note:** "Experienced" SOFs must have 6 months of SOF experience (or have accomplished 10 tours) in the current duty assignment.

4.5.5.2. **(Added-AETC)** Perform duties assigned by the SOF program manager.

4.5.5.3. **(Added-AETC)** Verify each squadron Letter of Xs is properly annotated and updated when necessary.

4.5.5.4. **(Added-12FTW)** Initiate the SOF Nomination Letter, **Attachment 11**. When the candidate is approved to begin training, print the appropriate SOF Upgrade Checklist, **Attachment 12** (**12 OG) or Attachment 13 (306 FTG),** and notify the SOF Program Manager to schedule the initial SOF briefing.

4.5.5.5. **(Added-12FTW)** Advise the SOF Program Manager of changes in an individual's SOF experience level (IAW AETC Supp 4.5.5.1) and of any SOF decertification.

4.5.5.6. **(Added-12FTW)** SOFLOs will monitor SOF currencies through ARMS and initiate re-currency paperwork as required.

4.5.5.7. **(Added-12FTW) 306 FTG Only.** Will be an "Experienced" MDS Instructor Pilot (IP) (94 FTS and 557 FTS per MDS Volume 1) or Aircraft Commander (AC) (98 FTS).

4.5.6. **(Added-AETC)** The RSU controller (SUPT only) and crew will closely supervise solo student operations and ensure safe and efficient traffic pattern operations. RSU controllers will provide senior supervisors with an additional quality check of traffic patterns and landings and work directly with the SOF to safely resolve emergency situations. Refer to AETCI 11-204, *Runway Supervisory Unit (RSU) Operations,* Table 2.1, for guidance on T-38 supervised solo out-and-backs.

4.5.7. **(Added-AETC)** Aviation resource management specialists (SARM) (or other knowledgeable personnel) certified in duty desk procedures by the squadron operations officer will occupy the desk as specified in the local supplement. See **Attachment 5** (Added) for a list of SOF telephone numbers for AETC bases and **Attachment 6** (Added) for a list of typical squadron duty desk equipment.

4.5.7. **(12FTW)** As a minimum, all flying training squadrons will have all items as listed in **Attachment 6** **Added).** All certified duty desk personnel will be familiar with

equipment at the duty desk. Ops Sups will ensure adequate Squadron Aviation Resource Management (SARM) coverage to ensure mission accomplishment.   The operations officer will ensure a list of duty-desk qualified personnel is maintained on file. **Note: 306 FTG Only.** Due to the operations supervision structure of the 98 FTS, some items listed in Attachment 6 will be located in the DZCO primary duty location.

4.5.8. **(Added-AETC)** Flight commanders must know the capabilities and experience levels of all flight members and ensure they fly the right mission at the right time according to the current syllabus and applicable directives. Safety must remain paramount in the flight commander's mind, and he or she must keep the Ops Sup informed of the training plan and any changes.

4.5.9. **(Added-12FTW) 479 FTG Only.** 479 FTG/OGV has overall responsibility for the Ops Sup program. The squadron is responsible for administering the program.

5. Handling of In-Flight Emergencies:

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

5.1.1. 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 will have access to the SFA. The SFA should be available to crash/fire/rescue personnel to monitor the recovery.

5.1.1. **(AETC)** In-flight emergency (IFE) aircrews recovering to an RSU-controlled runway will switch to the RSU frequency according to local procedures.

5.1.1. **(12FTW)** None of the three Groups in the 12FTW have Single Frequency Approach (SFA) capability. SOFs and squadron Ops Sups may use their shared frequency to discuss actions with the pilot of distressed aircraft. With the approval of the Tower Watch Supervisor, SOFs may transmit on tower frequencies. This option should be exercised judiciously.

5.1.2. Using the command post, or other capable agency, to notify all appropriate agencies and key personnel of an IFE and provide situation updates.

5.1.2. **(AETC)** At the first opportunity, units will notify the OG/CC of the situation and the radio frequency to be used in the aircraft recovery.

5.1.2. **(12FTW)** During an IFE, the SOF will ensure the Command Post is notified, when able, to facilitate communications. SOFs are expected to use all assets available to recover IFEs. After any IFE or unusual occurrence the SOF will ensure applicable information is contained in the daily SOF Log to include any lessons learned.

5.1.2.1. **(Added-12FTW) 479 FTG Only.** Ops Sups will first notify the group commander (or designated representative) of any IFE or other unusual occurrence as soon as possible but without hindering assistance to the aircrew. The SQ/CC will also be notified as soon as conditions permit.

5.1.3. Prioritizing actions during concurrent emergencies/abnormal situations.

5.1.4. Authorizing direct communications (over discrete SOF or squadron common frequency) from the Ops Sup/Top 3 to an IFE 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.

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

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

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

5.1.8. If the SOF is not qualified in or technically knowledgeable of the aircraft with an IFE, then directing 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.

5.1.8. **(12FTW)** **479 FTG Only.** Ops Sups should consider directing another qualified individual to the duty desk to assist in the safe recovery of the aircrew and aircraft.

6. SOF Guidance. Unless noted otherwise, this guidance applies to the Ops Sup/Top 3 when a SOF is either unavailable or not used.

6.1. **SOF/ATC Relationship:**

6.1.1. The separation and sequencing of traffic are the responsibilities of ATC. Unless safety is an issue, the SOF will work directly with the 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.

6.1.2. Except in an emergency, the SOF will not transmit over ATC frequencies without prior coordination with ATC (this does not apply to dedicated SOF frequencies). All radio transmissions to a distressed aircrew, from other than the SOF or ATC, will be coordinated through the SOF (this does not apply to the Ops Sup/Top3 if communicating to the aircrew via a squadron common frequency).

6.1.2. **(12FTW)** SOFs will only use Guard (243.0/121.5) when necessary for safety of flight. In general, if the flying status has changed the alternate/fuel requirements, then SOFs will coordinate with the watch supervisor to use Guard to notify aircrew. N/A for 479 FTG.

6.2. **Duty Hours:**

6.2.1. Prior to beginning supervisory duties, the SOF will meet crew rest requirements as directed by AFI 11-202 Volume 3, *General Flight Rules*, as supplemented.

6.2.2. Maximum duty day for SOF is 16 hours with a limit of 12 hours performing SOF duties. The OG/CC is waiver authority and may extend a SOF duty day up to 16 hours on a case-by-case basis. (AFGSC Missile Wings: For alert and scramble operations, the SOF maximum duty day is 24 hrs as long as alert/sleeping facilities are readily available).

6.2.2. **(AETC)** Maximum duty day for SOF is 12 hours. The OG/CC is waiver authority and may extend the duty day up to 16 hours on a case-by-case basis.

6.2.3. The SOF will be at the prescribed duty location IAW Table 1 NLT 30 minutes prior to first takeoff in order to complete required duties in paragraph **4.3**

6.3. **Duty Location:**

6.3.1. **Primary Duty Location.** The primary duty location for active duty units will be in the control tower. (AFGSC Missile Wings: the primary duty location will be designated by the OG/CC).

6.3.1. **(AETC)** If the SOF is not in the primary duty location, he or she must be available to the OG/CC via a handheld radio or cellular phone.

6.3.1.1. **(Added-12FTW)** **12 OG Only.** The designated alternate location for SOFs is the other control tower or squadron duty desk, as appropriate. When SOF functions cannot be performed from one control tower, the displaced SOF will move to their squadron duty desk with all aircraft information (scheduled, airborne, landed, etc.). The relocated SOF will remain at their squadron duty desk until the situation is resolved or until their respective aircraft have terminated flying for the day. Randy SOFs will ensure positive communication with the remaining Ops Sups on the East runway.

6.3.1.2. **(Added-12FTW)** **12 OG Only.** A T-1/T-38 SOF (call sign 'Randy SOF') will occupy the East Tower. A T-6 SOF (call sign 'Hangover SOF') will occupy the West Tower. When weather conditions warrant (i.e., the status is Standby or Stop Launch) the SOF may vacate the tower as long as they carry the hand-held radio and maintain contact with the OG/CC.

6.3.2. **Alternate Duty Location.** The OG/CC will designate alternate duty locations in the unit supplement to this instruction. As a minimum, the location must have adequate communication equipment and the capability to monitor weather conditions. 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:

6.3.2.1. The SOF vehicle on the airfield.

6.3.2.2. The runway monitoring unit (RMU)/runway supervisory unit (RSU).

6.3.2.3. The unit dispatch desk.

6.3.2.4. The command post.

6.3.3. At both the primary and alternate duty locations the SOF will have timely access to a SOF vehicle and the airfield environment when required. **AFRC**: units are not required to have a dedicated vehicle for the SOF, but must be provided access to a vehicle to perform required duties in a timely manner.

6.4. **Equipment:**

6.4.1. The following communication equipment must be functional and immediately available to the SOF:

6.4.1.1. A dedicated multi-frequency radio (UHF, VHF and/or HF, as appropriate based on supported aircraft capabilities).

6.4.1.1. **(AETC)** For the primary SOF positions located in the tower, the radio must have the capability to be recorded. The SOF will have the capability to monitor ground, tower, and emergency frequencies.

6.4.1.1. **(12FTW) 479 FTG Only.** NAS Pensacola Ground Electronics does not permit units access to a multi-frequency radio. Squadrons will utilize Ops frequencies and a UHF/VHF scanner to monitor aircraft.

6.4.1.2. A telephone (land-line or cellular telephone) or FM radio to contact the OG/CC (or designated representative), command post, Ops Sups, weather facility and ATC watch supervisors. Dedicated phone lines (hot-lines) are preferred.

6.4.1.2. **(AETC)** All primary SOF locations will have dedicated telephone hot-lines to the OG/CC, home field RSUs (if applicable), auxiliary field RSUs as specified in AETCI 11-204 (if applicable), base operations, and applicable air traffic control facilities (as determined by the OG/CC).

6.4.2. Access to approved weather resources will be available (net-centric data dissemination system, etc).

6.4.2. **(AETC)** The weather dissemination system must have the capability to access weather radar information and local weather products.

6.4.3. Units are required to have a dedicated SOF vehicle immediately available to the SOF and positioned to respond to emergencies, perform airfield inspections, or other official functions. This vehicle must have a flight line clearance and be equipped with a multi-channel radio capable of contacting unit aircraft and ATC. Waiver authority for this requirement is the Wing Commander or equivalent**.**

6.4.3. **(AETC)** The WG/CC may delegate SOF vehicle waiver authority to the OG/CC.

6.4.3. **(12FTW)** The 12 FTW/CC delegates SOF vehicle waiver authority to each Group Commander. Contact 12 OG/OGV or 306 FTG/FTGV for the current status of their Group's SOF vehicle requirement and waiver letter if applicable. The 479 FTG does not utilize a SOF nor a SOF vehicle, so if transportation on the airfield is needed, contact Wing Safety for assistance.

6.4.4. Locally developed checklists will be available to outline procedures for normal and emergency situations that included, as a minimum, the items listed in **Attachment 2**.

6.4.5. Dedicated binoculars will be immediately available for SOF use when either in the primary or alternate duty location for a clear view of the runway.

6.4.6. A SOF library will be available (either hard copy or electronic as outlined in the unit supplement to this instruction) that includes applicable directives and instructions (to include AF, HHQ, and local guidance), aircraft TOs, checklists, in-flight guides, and SOF read/information file.

6.4.6. **(AETC)** The SOF will have access to publications (AFI 11-2MDS-specific Volumes 3 and AFI 11-202, Volume 3) and aircraft technical orders (TO) for each type

of aircraft flown in the wing or group. Additional requirements will be at the discretion of the OG/CC.

6.4.6.1. **(Added-12FTW) 12 OG Only.** The 12 OG SOF Program Manager (PM) will ensure that a current Dash-1 for the T-1, T-6, and T-38 are available in both towers. Dash-1 checklists and in-flight guides for the T-1 & T-38 will be made available in the East Tower while a Dash-1 checklist and in-flight guide for the T-6 will be made available in the West Tower. All other SOF publications will be made available on-line.

6.4.6.2. **(Added-12FTW) 306 FTG Only.** Publications are available on the 306 FTG/FTGV electronic library.

6.4.7. If the SOF must reposition to an alternate location, the minimum essential equipment outlined in this section will be available at this new location (pre-positioned or transported).

6.4.7. **(12FTW) 306 FTG Only.** If repositioning to the alternate SOF location, SOFs will hand-carry the SOF Binder, the FM ("Brick") and VHF radios.

6.4.8. **(Added-AETC)** A SOF information read file will be maintained.

6.4.8. **(12FTW) 479 FTG Only.** Individual squadrons will maintain an Ops Sup read file at the squadron operations desk.

6.5. **Certification:**

6.5.1. SOF nominees will be experienced (IAW paragraph 1.3.), rated officers with proven maturity, judgment and supervisory ability and must be combat mission ready (CMR) or basic mission capable (BMC) in a unit aircraft

6.5.1.1. Non-CMR (N-CMR)/non-BMC (N-BMC) aircrew members may perform SOF duties at the discretion of the OG/CC on the condition that the status must be temporary in nature and all SOF currencies must be maintained IAW paragraph 6.7.

6.5.2. To gain initial certification, all SOFs will complete the SOF upgrade program IAW paragraph 6.6.

6.5.3. SOFs that are currently under a Duties Not Involving Flying (DNIF) status may perform SOF duties when specifically cleared by a flight surgeon on an AF Form 1042.

6.5.4. Loss of SOF certification will occur for any of the following reasons:

6.5.4.1. PCS or 179/365 day TDYs (unless the individual is performing SOF duties and able to retain currency while TDY).

6.5.4.2. Direct action by the OG/CC through a written statement in the individuals training folder and removal from the unit "Letter of Xs" or equivalent document. Any supervisor may recommend action to the OG/CC for the removal of an individual's SOF certification.

6.5.4.2. **(AETC)** The OG/CC will sign the individual's AF Form 4348 indicating decertification.

6.5.5. 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.

6.5.5. **(AETC)** An AF Form 4348 signed by the OG/CC will be filed in the individual's training folder and used as the SOF certification source document.

6.5.6. Units will define who is certified to upgrade other aircrew members to SOF in the unit supplement to this instruction.

6.6. **Certification Program:**

6.6.1. Documentation of the unit upgrade program will be described in the unit supplement to this instruction, but will, at a minimum, include a signed document by the OG/CC kept in the individuals training folder that approves him/her for SOF duties. Additionally, upon completion of the upgrade flow, the unit "Letter of Xs" or equivalent document will be updated to reflect the SOF certification.

6.6.1. **(AETC)** An AF Form 4348 signed by the OG/CC will be filed in the individual's training folder and used as the SOF certification source document.

6.6.1. **(12FTW)** The maximum length for SOF training is 60 calendar days (120 days for AFRC in the 306 FTG) starting the day of the SOF Program Manager initial upgrade briefing, and ending the day the Program Manager signs the completed checklist (prior to the OG/CC interview). If unusual circumstances such as leave, TDY or DNIF, prevent a SOF candidate from finishing training on time, the individual will notify the squadron SOFLO and the SOF Program Manager. Document the reason for the delay on a memorandum for record (MFR) signed by the SQ/CC. The SOF Program Manager will review the training record and MFR to determine if additional training is necessary.

6.6.2. Squadron commanders will screen and review (IAW para. 6.5.) all SOF candidates before nominating them for entry into the upgrade program.

6.6.2. **(AETC)** Squadron commanders will nominate the minimum number of SOF candidates necessary to safely accomplish the mission. A Letter of Xs will reflect this certification.

6.6.2. **(12FTW)** Squadron Commanders will nominate SOF candidates (assigned, attached, and AFRC) using **Attachment 11.** Once the SOF nomination letter has been signed by the OG/CC or FTG/CC, the SOF trainee will contact the SOF Program Manager to receive their initial upgrade briefing. Use **Attachment 12** (12 OG/479 FTG) or **Attachment 13** (306 FTG) to document training requirements.

6.6.3. All SOF candidates will receive an interview and briefing from the OG/CC on responsibilities, personal philosophy and expectations. OG/CCs will 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.

6.6.4. The SOF upgrade will 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. The tours will be conducted on two different days in order to maximize the chances of the upgradee to observe differing wind and weather conditions.

Upgradees will act as primary SOF on their second upgrade tour. The upgrade tours must include the following:

6.6.4. **(AETC)** For all undergraduate training units, an experienced SOF will supervise the candidate for a minimum of three, 3-hour periods to include an opening and closing tour. When practical, schedule two of the three tours with experienced SOFs from dissimilar base-assigned aircraft, as applicable. On completion of the third tour, the OG/CC may certify the candidate to perform day-only SOF duties. The squadron Letter of Xs will be updated to reflect this restricted certification. For night certification, the candidate will accomplish a fourth tour with a minimum of 1 hour and 30 minutes occurring after official sunset. On completion of the night tour, the day-only SOF restriction will be removed from the Letter of Xs.

6.6.4. **(12FTW) 12 OG Only.** Each tour will be a minimum of 2 hours and will include one full opening and one full closing tour (opening to changeover or changeover to closing). Randy SOF trainees will complete one of these tours with a dissimilar aircraft SOF (ie. T-1 SOF trainee with an experienced T-38 SOF). Familiarize the trainee with all applicable equipment and subjects as outlined in **Attachment 12.** Document each upgrade tour on the SOF upgrade checklist. If the trainee needs additional training tours, the experienced SOF will document this in the upgrade checklist and advise the trainee's SOFLO. 12 OG SOFs do not have a night certification requirement.

6.6.4.1. 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, HHQ, and local), specifically capabilities and limitations.

6.6.4.2. Operation of all SOF equipment and radios.

6.6.4.3. Contact procedures for aircraft and support agencies.

6.6.4.4. A review of publications and directives available to the SOF.

6.6.4.5. Operation of SOF vehicle (requires a flight line permit/license).

6.6.4.6. Successful handling of an IFE/PL (actual or simulated).

6.6.4.7. Procuring/observing weather (to include forecaster duties and priorities) information.

6.6.4.8. Approach/Departure control information.

6.6.4.9. Tower operations.

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

6.6.5.1. Crash/fire/rescue operations.

6.6.5.2. Explosive ordnance disposal operations.

6.6.5.2. **(AETC)** The OG/CC may waive the explosive ordnance disposal training requirement.

6.6.5.2. **(12FTW) 12 OG Only.** SOFs do not handle explosive ordnance or flares. Contact 12 OG/OGV for the current waiver letter.

6.6.5.3. Airfield Management operations.

6.6.5.4. Command post operations.

6.6.5.5. Airfield Drivers License. **ANG/AFRC:** N/A if a SOF vehicle is either not provided or there is not a need to drive on the actual airfield environment.

6.6.5.5. **(AETC)** The OG/CC may waive the airfield drivers license qualification requirement.

6.6.5.5. **(12FTW)** The requirement for an airfield drivers license qualification is waived.

6.6.5.6. Performance aspects and general characteristics of all base assigned aircraft.

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

6.6.5.8. **(Added-AETC)** When practical, training should include simulators and orientation flights in all base-assigned aircraft.

> 6.6.5.8.1. **(Added-12FTW)** SOF nominees are authorized an IEP flight in each base-assigned aircraft. IEP flight and simulator missions in aircraft other than the trainee's primary aircraft are encouraged prior to certification as a SOF. Do not exceed the training completion deadline established in paragraph 6.6.1 of this supplement in an effort to accomplish IEP flights or simulator missions. Neither is required for SOF certification. See AFI 11-401 AETC SUP paragraph A7.2. for IEP administration.

> 6.6.5.8.2. **(Added-12FTW) 12 OG Only.** T-6 SOF trainees are waived from this requirement for West tower duty, but are authorized IEP flights and simulators. IEP Flights in the other base-assigned aircraft normally operating under OG/CC direction are encouraged and authorized on a non-interference basis during or after SOF certification.

6.6.5.9. **(Added-AETC)** Procedures required during normal and emergency operations, such as status changes, weather recalls, changing weather conditions, opposite-direction runway, and barrier procedures.

6.6.6. The OG/CC will review upgradee training records and approve each upgradee in writing prior to the individual performing SOF duties.

> 6.6.6.1. **(Added-12FTW)** Prior to the OG/CC briefing and certification, SOF trainees will return their upgrade training checklist to the SOF Program Manager for review. After certification by the OG/CC, the SOF Program Manager will maintain documentation to include nomination letter, and any MFRs that may be necessary. Documentation will remain at OGV until the SOF is decertified or leaves the unit (PCS, retirement, separation, etc).

> 6.6.6.2. **(Added-12FTW) 12 OG Only.** Ensure a copy of the completed SOF certification letter is delivered to squadron training officers for use in completing the AF Form 4348. The 12 OG SOF Program Manager will maintain a master SOF Roster. This letter will be signed by the OG/CC and forwarded to SOFLOs monthly

to serve as proof of SOF experience level and the OG review of lost currency IAW paragraph 6.7.

6.6.7. For previously certified SOFs, the OG/CC may waive the upgrade requirements of these paragraphs, but at a minimum, the upgradee will perform at least one supervised SOF tour with an experienced SOF with emphasis on local procedures. **EXCEPTION**: SOFs who have lost certification due to N-CMR/N-BMC status IAW para. 6.5.1.2, but still have currency IAW para. 6.7. 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.

6.7. **Currency/Recurrency.**

6.7.1. SOF currency is 90 days. **ANG/AFRC:** 180 days (**AETC ANG/Reserve Associate Instructor Pilots:** 90 days).

6.7.1. (**AETC**) If a SOF exceeds the 90-day currency requirements on two separate occasions, the OG/CC will review the circumstances to determine if the SOF's removal from the SOF program is warranted.

6.7.1. (**12FTW**) **479 FTG Only.** Ops Sup currency is 90 days.

6.7.2. Individual squadrons will track SOF currencies (Aviation Resource Management System [ARMS] preferred).

6.7.3. To regain currency, as a minimum, accomplish a 1-hour supervised tour with a current and certified SOF.

6.7.3.1. (**Added-AETC**) If 90 days pass without performance of SOF duty, the SOF will undergo refresher training to include a review of appropriate publications and a 1-hour on-the-job (OJT) training tour under the supervision of a current and certified SOF. The training folder will reflect the reason for loss of currency and the date of recertification. Both the current and noncurrent SOF will log the tour.

6.7.3.1. (**12FTW**) **Added**) **479 FTG Only.** If 90 days pass without logging an Ops Sup tour, the non-current Ops Sup will undergo refresher training to include a review of appropriate publications and an on the job training tour that covers an entire flying period (launch and recovery) under the supervision of a current Ops Sup.

6.7.3.2. (**Added-AETC**) If 180 days pass without performance of SOF duty, the SOF will undergo refresher training to include a review of appropriate publications; at least two 1-hour OJT tours under the supervision of a current and certified SOF; successful completion of a 25-question written test. The training folder will reflect the reason for loss of currency and the date of recertification. Both the current and noncurrent SOF will log the tour.

6.8. **Continuation Training (CT):**

6.8.1. At a minimum SOF CT will involve semi-annual SOF meetings attended by all certified SOFs (highly encouraged for Ops Sups/Top 3s). OG/CCs will be involved in developing meeting agendas. If unable to attend, SOFs will review meeting minutes that will be posted to the SOF readfile prior to their next SOF duty.

6.8.1. (**AETC**) SOF CT meetings will be conducted quarterly (See paragraph **6.9.2.5**.).

6.8.1. **(12FTW) 479 FTG Only.** At a minimum Ops Sup CT will involve quarterly meetings attended by all certified Ops Sups. If unable to attend, Ops Sups will review meeting minutes that will be posted to the Ops Sup read file prior to their next Ops Sup tour.

6.8.2. Annually, all SOFs are required to review applicable SOF guidance and directives as published in this instruction, unit supplement, and the SOF readfile. 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 that will be posted to the SOF readfile prior to their next SOF duty.

6.9. **Program Administration:**

6.9.1. The OG/CC will designate an Office of Primary Responsibility (OPR) for the administration of the program.

6.9.1. **(AETC)** The OG/CC will appoint, in writing, a SOF program manager at the OGV level as the SOF OPR. (See paragraph **4.5.4** (Added) of this supplement for SOF program manager duties.)

6.9.1. **(12FTW) 479 FTG Only.** OPR for Operations Supervision program is 479 FTG/OGV.

6.9.2. The OPR will:

6.9.2.1. Develop and administer the SOF initial training program.

6.9.2.1. **(12FTW) 479 FTG Only.** Individual squadrons will administer the Ops Sup initial training program and will retain all original certification and continuation training records until an individual PCSs to their next assignment or retires.

6.9.2.2. Develop and administer the SOF certification test. This is a controlled test of at least 25 questions that will be updated and reviewed annually.

6.9.2.3. If not retained by the squadron in individual training folders, the OPR will retain all original initial certification and continuation training records until the individual PCSs to their next assignment.

6.9.2.4. Establish standardized procedures throughout the unit for monitoring SOF currencies and continuation training requirements (ARMS preferred).

6.9.2.4. **(12FTW) 479 FTG Only.** 479 FTG will use TIMS to track Ops Sup currency. Continuation Training will be recorded in the Ops Sup Read File at the squadron operations desk.

6.9.2.5. Schedule and give semi-annual SOF meetings.

6.9.2.5. **(AETC)** The SOF program manager will conduct quarterly SOF meetings and develop a process to ensure that all absentees review meeting minutes before reporting for SOF duty. Attendees will include all SOFs, applicable air traffic control representatives, the chief of wing safety, a representative from base weather, the fire chief, and other members as determined by the OG/CC and outlined in the local supplement. The agenda will include a review of procedures and recent situations and

emergencies. To stimulate discussion, the SOF program manager will use tapes of recent emergencies (if available).

6.9.2.5. **(12FTW)** The SOF Program Manager will ensure that all attendees specified in the AETC Sup to include the OG/CC, SQ/CCs, and SQ/DOs receive an electronic copy of the minutes following the quarterly meeting and that meeting attendance is tracked for a minimum of one year.

6.9.2.5.1. **(Added-12FTW) 479 FTG Only.** 479 FTG/OGV will schedule and give semi-annual Ops Sup meetings. Minutes from these meetings will be posted in the Ops Sup Read File at the squadron operations desk.

6.9.2.6. Post SOF meeting minutes in the SOF readfile within one week of the meeting.

6.9.2.7. Develop normal and emergency SOF checklists and review/update annually (reference **Attachment 2**).

6.9.2.7. **(12FTW)** The SOF Program Manager will maintain the QRC and will notify SOFs and SOFLOs with updates or changes via e-mail and the SOF Read File.

6.9.2.8. Update the SOF library publications as required (reference para. 6.4.6.).

6.9.2.8. **(12FTW) 479 FTG Only.** Individual squadrons will update library publications within their own operations desk.

6.9.2.9. Develop the unit supplement to this instruction.

6.9.2.10. Work with all necessary base agencies to ensure SOF equipment is maintained in operating condition and is adequate for mission accomplishment.

7. CONFERENCE HOTEL Procedures. These procedures make aircraft specialists accessible to the SOF or Ops Sup and aircrew when in-flight situations pose systems-related questions that cannot be answered at the local level. See **Attachment 4** for MDS-specific procedures.

7.1. Lead MAJCOMs are responsible for keeping CONFERENCE HOTEL information updated. As a minimum, information will be checked annually and updated as required. When notified that CONFERENCE HOTEL information has changed, Lead MAJCOM must submit the change to ACC/A3TV within 48 hours.

7.2. Units that experience problems with CONFERENCE HOTEL procedures will report problems through stan/eval channels to their MAJCOM stan/eval function. The MAJCOM stan/eval function will ensure the Lead MAJCOM is informed so that CONFERENCE HOTEL information can be updated.

7.3. If units discover updated CONFERENCE HOTEL contact information different from the information in this guidance, they will immediately verify the corrected information and forward it via email through NAF/MAJCOM stan/eval channels to ACC/A3TV (no AF Form 847 required).

7.4. **(Added-12FTW)** SOFs (or Ops Sups for 479 FTG) will reference their Group's QRC prior to initiating CONFERENCE HOTEL procedures.

8. Unit Supplement. Each unit will provide a supplement to this instruction that, at a minimum, includes the following items:

8. (AETC)Unit Supplement. Do not supplement this paragraph to provide local procedures. Instead, units will supplement the functional paragraphs that address the items listed in paragraphs **8.1** through **8.10** of the basic instruction. Unit supplements will be sent to HQ AETC/A3V for coordination prior to publication. (The 944th Fighter Wing (944 FW) will forward unit supplements through 10AF/DOV to AFRC/A3V for approval prior to publication.). After publication, units will send one copy of their unit supplement to HQ AETC/A3V.

8.1. Unit organization with a designated OPR of the Operations Supervision program (para. 6.9.1.).

8.2. Alternate SOF locations and specific equipment requirements as well as the extent of the unit operations complex for determining Ops Sup duty location. (para. 6.3. and Table 1, Note 1 & 3).

8.3. Supervision requirements and duty locations when an FCF is airborne (para 3.2., Note 1).

8.4. Building and maintenance of a SOF Read File.

8.5. Local procedures and checklists for SOFs (reference **Attachment 2**) to include format and content of the daily log (para. 4.3.10.) as well as medium (i.e. electronic, hardcopy, or combination) for the SOF library (para. 6.4.6.).

8.6. Procedures for how deployed units will integrate into host unit operations supervision structure.

8.7. Procedures (pager, phone, radio, etc.) for base C2 personnel to contact unit supervision during flying operations.

8.8. Local CONFERENCE HOTEL procedures.

8.9. Procedures for documenting and correcting Operations Supervision program and equipment deficiencies.

8.10. Ops Sup/Top 3 qualifications, currencies, upgrade programs, crew rest and maximum duty period (if any).

8.10.1. At a minimum, Ops Sup/Top 3 upgrade will consist of at least one supervised tour with an experience Ops Sup/Top 3 with a review of applicable AF, HHQ, and local published guidance relating to the daily operations and supervision of squadron aircraft.

8.10.2. 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).

8.11. **ANG/AFRC:** Determination of who (other than the WG/CC or OG/CC), can cancel flying.

8.12. **ANG/AFRC:** Designate both the primary and alternate SOF duty locations (para. 6.3.2.).

8.13. **ANG/AFRC:** 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.

9. Special provisions for ANG/AFRC and smaller than wing-sized units (e. g. GSUs).

9.1. 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 will be implemented through LOAs/MOAs.

9.2. At the discretion of the OG/CC (or equivalent), more than one supervisory position may be covered by a single supervisor. The responsibilities of the SOF position take priority over all other duties and a single Ops Sup will be SOF certified.

9.3. AFGSC helicopter units and missile wings are considered smaller than wing-sized units.

10. Waivers.

10.1. Unless otherwise stated, the OG/CC is the waiver authority for this instruction.

10.1. **(AETC)** (NA AFRC stand-alone) Unless otherwise specified, AETC/A3V is the waiver authority for the basic instruction and this supplement.

10.2. Waivers may be issued for a maximum of 1 year or until this instruction is superseded or a change is posted that affects the paragraph(s) being waived, whichever occurs first. If annual waivers are issued they must be reviewed semi-annually (in connection with the semi-annual SOF CT meeting preparation) to ensure their individual validity.

10.3. Forward a copy of any waivers through local stan/eval channels to the MAJCOM Stan Eval function who will then forward a copy to the OPR for this instruction. **ANG/AFRC**: forward a copy to the Numbered Air Force /A3 with oversight responsibility. ACC-gained ANG units will forward a copy to ACC/A3G.

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(AETC)

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-AETC) AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 August 2011

(Added-AETC) AFI 33-360, *Publications and Forms Management*, 27 September 2011

AFPD 11-4, *Aviation Service, 01 Sep 2004*

AFI 11-202 Volume 3, *General Flight Rules*, *22 Oct 2010*

(Added-AETC) AETCI 11-204, *Runway Supervisory Unit (RSU) Operations*, 29 October 2009

AFMAN 33-363, *Management of Records, 1March 2008*

AFI 11-2MDS Volume 1, *MDS-specific Aircrew Training*

AF RDS on the AF Portal at the AFRIMS link, **https://www.my.af.mil/gcss-af61a/afrims/afrims**/

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

A/C—Aircraft

ACC—Air Combat Command

AETC—Air Education Training Command

AFB—Air Force Base

AFGSC—Air Force Global Strike Command

AFMAN—Air Force Manual

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

ALC—Air Logistics Center

AMC—Air Mobility Command

ANG—Air National Guard

AOO—Air operations officer

ARMS—Aviation Resource Management System

ATC—Air traffic control

BMC—Basic Mission Capable

CMR—Combat Mission Ready

CT—Continuation training

C2—Command and Control

DNIF—Duty not involving flying

DSN—Defense switching network

(Added-AETC) ENJJPT—Euro-NATO joint jet pilot training

FCF—Functional check flight

FM—Frequency modulation

FOUO—For Official Use Only

(Added-AETC) FTG—flying training group

HF—High frequency

IAW—In accordance with

IFE—In-flight emergency

(Added-AETC) ITS—index of thermal stress

(Added-AETC) JPPT—joint primary pilot training

LM—Lockheed Martin

LOA—Letter of agreement

MAF—Mobility Air Forces

MAJCOM—-Major command

MDS—-Mission design series

MOA—Memorandum of agreement

N/A—Not applicable

N/R—Not required

N-BMC—Non-Basic Mission Capable

N-CMR—Non-Combat Mission Ready

(Added-AETC) NOTAM—notice to airmen

OC-ALC—Oklahoma City Air Logistics Center

(Added-AETC) OJT—on the job training

OO-ALC—Ogden Air Logistics Center

OG/CC—Operations group commander

OPR—Office of primary responsibility

Ops Sup—Operations supervisor

OSA—Operational Support Airlift

PACAF—Pacific Air Forces

(Added-AETC) PIT—pilot instructor training

PL—Precautionary Landing

POC—Point of contact

RAMC—Reliability and Maintainability Center

RDS—Records Disposition Schedule

RMU—Runway monitoring unit

RSU—Runway supervisory unit

SARM—Squadron Aviation Resource Management

SFA—Single frequency approach

SOF—Supervisor of flying

SQ/CC—-Squadron Commander

(Added-AETC) SUPT—specialized undergraduate pilot training

TACC—-Tanker Airlift Control Center

TO—Technical Order

Top 3—Another term for Operations Supervisor

(Added-AETC) TRG—training group

UAS—Unmanned Air System

UHF—Ultra high frequency

USAF—United States Air Force

USAFE—United States Air Force in Europe

VHF—Very high frequency

WG—Wing

WG/CC—Wing commander

WR-ALC—Warner Robins Air Logistics Center

Attachment 2

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):

Table A2.1. 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	Runway closure
11	Anti-hijack
12	Communications search
13	Aircraft dispersal
14	Controlled bailout
15	Hung ordnance
16	Bird condition
17	Controlled jettison

18	Hydrazine spill/exposure
19	Hot brakes
20	Suspected Lasing Incident
21	Aircraft crash
22	Alert force exercise/scramble (if applicable)
23	Contractor/depot emergency telephone numbers
24	Telephone numbers for applicable regional SOFs
25	Telephone numbers for local Federal Aviation Administration (FAA) flight service (if OCONUS, 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 2 (AETC)

SOF PROCEDURAL/EMERGENCY CHECKLIST

Table A2.1. 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	(AETC) Emergency/weather divert
8	Weather recall
9	Change of runway
10	Runway closure
11	Anti-hijack
12	(AETC) Communications search/aircraft accountability
13	Aircraft dispersal
14	(AETC) Controlled bailout/precautionary landing (helicopter operations)
15	Hung ordnance
16	Bird condition
17	Controlled jettison
18	Hydrazine spill/exposure
19	Hot brakes
20	Suspected Lasing Incident
21	Aircraft crash
22	Alert force exercise/scramble (if applicable)
13	Contractor/depot emergency telephone numbers

24	Telephone numbers for applicable regional SOFs
25	Telephone numbers for local Federal Aviation Administration (FAA) flight service (if OCONUS, 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
26 (Added)	Electrical failure/alternate SOF contingency plan
27 (Added)	Chase aircraft procedures for aircraft emergencies (if applicable)
28 (Added)	Search and rescue operations

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. (12FTW)Normal Procedures. Note: The SOF will utilize the QRC for all SOF related duties.

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

A3.1.7. 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

CONFERENCE HOTEL PROCEDURES

A4.1. CONFERENCE HOTEL Procedures. CONFERENCE HOTEL procedures have been established so expert technical advice is available to an aircrew, SOF or other supervisor to assist in the recovery of a serious in-flight emergency. These procedures can put the OG/CC, SOF or Ops Sup/Top 3 directly in contact with a representative from the Air Logistics Center (ALC), the Wright Patterson Program Office, or the contractor.

A4.1. (AETC)Conference Hotel Procedures. During local flying the command post will help the SOF (as necessary) coordinate emergency response and facilitate CONFERENCE HOTEL conference calls.

A4.2. Emergency Assistance Numbers. The following contractor, Program Office or ALC numbers 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 will put the flying supervisor in contact with the appropriate experts.

A4.3. Call Initiation. To initiate CONFERENCE HOTEL, contact the appropriate facility IAW **A4.1** and provide the following information:

A4.3.1. Indicate you are initiating a (simulated or actual) CONFERENCE HOTEL call for an in-flight emergency.

A4.3.2. Caller's name and telephone number/base.

A4.3.3. Type aircraft.

A4.3.4. Nature of problem. In all cases, stress to the person(s) contacted that the problem involves an AIRBORNE EMERGENCY and technical assistance is required.

A4.4. Air Logistics Centers and Their Locations:

A4.4.1. OC-ALC --Oklahoma City, OK (Tinker AFB)

A4.4.2. OO-ALC --Ogden, UT (Hill AFB)

A4.4.3. WR-ALC --Warner Robins, GA (Robins AFB)

A4.5. Specific Aircraft Paragraphs. See **Table A4.1** for MDS-specific CONFERENCE HOTEL reference paragraphs.

Table A4.1. MDS-Specific CONFERENCE HOTEL Reference Paragraphs.

MDS	Para	MDS	Para	MDS	Para
A/OA-10	A4.2.	C-20/C-37	A4.12.	MQ-1/ MQ-9	A4.22.
B-1	A4.3.	CV-22	A4.13.	R/O/W/T/C -135	A4.23.
B-2	A4.4.	E-3 / E-4 / E-8	A4.14.	RQ-4	A4.24.
B-52	A4.5.	F/QF-4 (all variants)	A4.15.	RQ-170	A4.25.
C-5	A4.6.	F-15 (all variants)	A4.16.	T-1	A4.26.
C-9	A4.7.	F-16 (all variants)	A4.17.	T-6	A4.27.
C-12	A4.8.	F-22A	A4.18.	T/ AT-38	A4.28.
C-17	A4.9.	Helicopters	A4.19.	U-2	A4.29.
C-21	A4.10.	KC-10	A4.20.	RC-26	A4.30.
C-130 (all variants)	A4.11.	KC-135	A4.21.		

Table A4.2. A/OA-10:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE A-10 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	Brett Hamblin Guy Thatcher Bob Anderson
NON-DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to A-10 CONFERENCE HOTEL POCs. Hill Command Post will maintain a current listing of home telephone numbers for below POCs.	DSN: 777-3007 Comm: (801) 777-3007	

Table A4.3. B-1:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing Reliability and Maintainability Center (RAMC)	(800) 596-2951	Wilson Scott
NON-DUTY HOURS:	Call Tinker RAMC	Comm: (405) 610-3428	

Table A4.4. B-2:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call B-2 Support Center	DSN: 272-7300 Comm: Pri (661) 272-7300 Alt (661) 272-7999 Alt (661) 272-7693	Jim Koharik

Table A4.5. B-52:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 or Comm: (206) 655-9200 or DSN: 743-5687	Bob Snellenberg
	Routine, non-emergency assistance, call	Comm: (316) 977-0183	

Table A4.6. C-5:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Lockheed Martin	DSN: 625-9001 or Comm: (770) 494-1705 Comm: (770) 494-3244	David Ables
	Call WR-ALC	DSN: 472-1207 or Comm (478) 222-1207 (478) 318-6303	Russ Alford
NON-DUTY HOURS:	Contact WR-ALC Command Post and ask for home phone number for above personnel. WR-ALC Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 497-2612/13/14/15. Comm: (478) 327-2612 13/14/15	

Table A4.7. C-9:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Boeing	DSN: 576-6282 or Comm: (618) 256-6282 Comm: (618) 420-2205 (cell – after hours)	Dave Williams
DUTY HOURS:	Call OC-ALC/LKRE	DSN: 336-5384 or Comm: (405) 736-5384	Tony Sitler (Lead C-9 Engineer)
NON-DUTY HOURS	Call TINKER Command Post, and ask for home phone numbers for above personnel. Tinker Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 339-2171 or Comm: (405) 739-2171	

Table A4.8. C-12:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Vertex Aerospace, Madison, MS	Comm: (601) 607-6231 or (601) 607-6345	Ron Paschal Mark Billings
NON-DUTY HOURS	Call Vertex Aerospace, Madison, MS and ask for a phone patch to the POC's home.	Comm: (601) 856-2274 Comm: (601) 672-1171 (cell) or (601) 672-1169(cell)	Office Ron Paschal Mark Billings

Table A4.9. C-17:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing	Comm: 562-384-3800	Mike Maidland
24 HOURS:	Call Robins Command Post and ask for home phone numbers for above personnel. Robins Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 497-2612/13/14/15 or Comm: (478) 327-2612 /13/14/15	

Table A4.10. C-21:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OC-ALC/GKSS	DSN: 336-3322 or Comm: (405) 736-3322	Bob Douglas (C-21 Lead Engineer)
NON-DUTY HOURS	Call Tinker Command Post, and ask for the C-21 Program Manager. Tinker Command Post will maintain a current listing of home telephone numbers for POCs	DSN: 339-2171 or Comm: (405) 739-2171	

Table A4.11. C-130 Variants (All variants).

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Lockheed Martin Technical Representative:	DSN: 625-9001 or Comm: (770) 494-1705	Steve Horbath Mark Neas Wayne Roberts
NON-DUTY HOURS:	Call Robins Command Post and ask for home phone numbers for above personnel. Robins Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 497-2612/13/14/15 or Comm: (478) 327-2612 /13/14/15	

Table A4.12. C-20/C-37:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Gulfstream Aerospace Corporation	1-800-810-4853 Press 0 for emergency	

Table A4.13. CV-22.

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Contact POCs at Patuxent River Naval Air Station MD CONTACT POCs (V-22 Fleet Support Team (FST) at NADEP Cherry Point NC	Comm: (850) 881-3105/4474	Mark Whittle (lead FST) Bruce Ammons (deputy FST) Eric Braganca
NON-DUTY HOURS		Comm: (252)-349-2107/2112 (Cell)	Mark Whittle (lead FST) Bruce Ammons (deputy FST)

Table A4.14. E-3 / E-4 / E-8:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	206-544-7555	

Table A4.15. F/QF-4:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE F/QF-4 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	
NON-DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to F/QF-4 Conference Hotel POCs. Hill Command Post will maintain a current listing of home telephone numbers for listed POCs.	DSN: 777-3007 or Comm: (801) 777-3007	Grant Herring Brett Hamblin

Table A4.16. F-15 (all Variants):

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Primary: Call Boeing in St Louis directly on the dedicated CONFERENCE HOTEL numbers. Once connected with the Boeing operator, state: "THIS IS A CONFERENCE HOTEL CALL FOR THE F-15"	(866) 543-5444 toll free or Comm: (314) 232-9999	

Table A4.17. F-16 (All Variants).

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	(Actual emergencies only): Call Lockheed Martin Aeronautics Company	DSN: 940-1284 or Comm: (817) 935-5011	Ken Worell Davey Thorn
NON-DUTY HOURS:	Ask Lockheed Martin Aeronautics Company to patch through to POC home telephone numbers. Lockheed Fort Worth Company will maintain a current listing of home telephone numbers for below POCs.	DSN: 9401284 or Comm: (817) 935-5011 and Ask to be patched through to the F-16 POC.	Steve Jennings David Vandercook

Table A4.18. F-22A:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Primary: Call Lockheed Martin (LM) Aero Marietta Company Security: State: "THIS IS A CONFERENCE HOTEL CALL."	DSN: 625-9001 or Comm: (770) 494-1705 (M-F, 0600-1945 US Central Time)	Tony Keith Don Massett Bret Luedke Al Norman

Table A4.19. Helicopters:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call WR-ALC GRUB.	DSN: 468-2372	5Rotary Wing Branch
		DSN: 468-7500	Joseph Jones (Engineering)

Table A4.20. KC-10:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call Boeing Operations Center	Comm: (206) 544-7500	
	Call 544th ACSS	Comm: (405) 414-7726 (405) 736-4978 (405) 736-4980 (405) 520-3735	
NON-DUTY HOURS:	Call Tinker Command Post (ask for KC-10 Program manager)	DSN: 339-2171 Comm: (405) 739-2171	

Table A4.21. KC-135:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY and request connection with above numbers.	DSN: 743-5687 Comm: (206) 655-9200 or 1-800-721-0422	Bob Snellenberg
	Routine, non-emergency assistance, call 24/7 Message Center	Comm: (405) 200-3826	Bob Nelson
DUTY HOURS	Call OC-ALC/GKC	DSN: 336-7755 or Comm: (405) 736-7755	

NON-DUTY HOURS	Call 24/7 Message Center	Comm: (405) 200-3826	Bob Nelson

Table A4.22. MQ-1 / MQ-9.

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call ASC/WII Det 3, San Diego, CA. Ask for a POC	Comm: 858-705-2254 858-774-5980	Primary: Maj Bill Harvey Alternate: Mr. Thomas Kirkman Lt Col Power

Table A4.23. R/O/W/T/C-135:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 Comm: (206) 655-9200 or DSN 743-5687	Bob Snellenberg
	Routine, non-emergency assistance, call	Comm: (316) 977-0183	

Table A4.24. RQ-4:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Northrop Grumman React Center	Comm: (858) 618-4444	

Table A4.25. RQ-170:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS	Call Lockheed Martin	Comm: (661) 572-3410 Comm: (661) 572-7329	Eddie Cabrera Jim Stolting Larry Pellett
NON-DUTY HOURS	Call Lockheed Martin	Comm: (661) 245-1984 Comm: 661-400-2021/5213 Pager: 800-206-0525 Pager: 888 449-5478 Pager: 888-689-1044	Eddie Cabrera Jim Stolting Larry Pellett

Table A4.26. T-1:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call Hawker Beechcraft	Comm: (316) 243-8694 or (316) 712-8106	
	Call 545 ACSS and state: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-1 AIRCRAFT."	Comm: (405) 590-4541	

Table A4.27. T-6:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS	State: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-6 AIRCRAFT."	Comm: (937) 904-4275 or Comm: (937) 231-2071 or Comm: (937) 255-2896	Brian Hicks
NON-DUTY HOURS	State "THIS IS A CONFERENCE HOTEL CALL."	Comm: (937) 231-2071	

Table A4.27. (AETC) T-6:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call HQ AFMC Command Center and state: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-6 AIRCRAFT."	DSN: 787-6314 Comm: (937) 257-6314	

Table A4.28. T/AT-38:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-38 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	
NON-DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to T-38 Conference Hotel POCs. Hill Command Post will maintain a current listing of home telephone numbers for below POCs.	DSN: 777-3007 or Comm: (801) 777-3007	Grant Herring Eric Flygare Brett Hamblin

Table A4.29. U-2:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Lockheed Technical Representative	DSN: 368-9186 or Comm (530) 788-0281	Kurt Conklin
	Call General Electric Technical Representative	DSN: 368-3913 or Comm: (530) 634-3913	Neil Kessler
NON-DUTY HOURS:	Primary: Call the Maintenance Operations Center and ask for one of the POCs listed.	DSN: 364-5750 or Comm: (530) 634-5750 or Comm: (530) 788-0281	

Table A4.30. RC-26:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call M-7 Aerospace	Comm: (210) 820-8663 or Comm: (210) 824-9421 Ext 7663	
NON-DUTY HOURS:	Call M-7 Aerospace	Comm: (210) 824-9421 Ext 7294	

Attachment 5 (Added-AETC)

AETC SOF TELEPHONE NUMBERS

A5.1. (Added-AETC) SOF Telephone Numbers. Figure A5.1 (Added) provides SOF telephone numbers for AETC bases.

Figure A5.1. (Added) SOF Telephone Numbers.

Base	DSN Telephone Number
Altus AFB OK	866-6313/6314
Columbus AFB MS	742-7639
Keesler AFB MS	597-0663
Kirtland AFB NM	246-9482
Laughlin AFB TX	732-5185
Little Rock AFB AR	731-5487
Luke AFB AZ	896-5454
Pensacola NAS FL	
451st OPS	922-0932
455th OPS	922-0867
Randolph AFB TX:	
East Runway	487-5739
West Runway	487-2395
Sheppard AFB TX	736-1802
Tyndall AFB FL	523-2430
Vance AFB OK	448-7688
Base	DSN Telephone Number
Altus AFB OK	866-6313/6314
Columbus AFB MS	742-7639
Keesler AFB MS	597-0663
Kirtland AFB NM	246-9482

Laughlin AFB TX   732-5185

Little Rock AFB AR   731-5487

Luke AFB AZ   896-5454

Pensacola NAS FL
451st OPS   922-0932
455th OPS   922-0867

Randolph AFB TX:

East Runway   487-5739

West Runway   487-2395

Sheppard AFB TX   736-1802

Tyndall AFB FL   523-2430

Vance AFB OK   448-7688

Attachment 6 (Added-AETC)

SQUADRON DUTY DESK EQUIPMENT LIST (TYPICAL)

A6.1. (Added-AETC) Typical Equipment List. The following is a list of typical equipment available to the OG/CC to properly equip unit squadrons to support the SOF and/or the mission of the operations group. The OG/CC will detail, in the unit supplement, the equipment required at each squadron duty desk.

A6.1. (12FTW)Typical Equipment List. Squadron duty desk equipment list. As a minimum, all flying training squadrons will have all items listed in Attachment 6 Added).

A6.1.1. **(Added-AETC)** Radios, as appropriate (UHF, VHF, etc.), to allow the Ops Sup the capability to monitor emergency aircrew communications with the SOF, while also providing duty desk personnel a frequency for resolving routine aircrew difficulties with squadron aircraft and crews.

A6.1.2. **(Added-AETC)** Telephone hot lines to the SOF, home field RSUs (as applicable), auxiliary RSU (as applicable), base operations, weather, and maintenance control (or equivalent).

A6.1.2. **(12FTW) 12 OG Only.** There is no hotline communication capability between JBSA-Randolph and the Seguin Aux Field RSU. Squadrons will ensure back up communication plan exists between the Ops Sup and the RSU controllers (i.e., cell phones, e-mail).

A6.1.3. **(Added-AETC)** At least one Class A telephone line.

A6.1.4. **(Added-AETC)** Weather displays with the capability to access weather radar information and local weather products.

A6.1.5. **(Added-AETC)** Locally developed procedural and emergency checklists designed to support SOF actions.

A6.1.6. **(Added-AETC)** Publications and aircraft TOs for squadron aircraft. This may be the squadron flight crew information file (FCIF) library.

A6.1.7. **(Added-AETC)** Access to the secondary crash net.

A6.1.8. **(Added-AETC)** A means of displaying airfield and pattern status, barrier position (if applicable), takeoff and landing data (except airlift, special operations and rescue, and tanker units), ITS and chill index, and any other information deemed necessary for mission accomplishment.

Attachment 7 (Added-12FTW)

OPERATIONS SUPERVISOR/TOP 3 NOMINATION LETTER FORMAT

<div align="right">Date</div>

MEMORANDUM FOR XXX OG/CC

FROM: XXX FTS/CC

SUBJECT: Operations Supervisor/Top 3 Nomination

Request that (Rank/Name) be upgraded to Operations Supervisor/Top 3.

Current Duty Title: XX FTS/
Date Assigned XXX FTS: dd mmm yyyy
Previous Aircraft Experience: F-15C, KC-135, C-17
Previous Ops Sup/Top 3 Experience: Yes/No
Total Flying Time: XXXX hours
Current Primary Aircraft, Rating, and Flying Time: MDS (T-38/6/1), AC/IP/EP, XXX hours

                                        FIRST MI. LAST, Lt Col, USAF
                                        Commander, XXX Flying Training

Squadron

1st Ind, XX OG/CC

MEMORANDUM FOR XXX FTS/CC

Approved/Disapproved.

                                        FIRST MI. LAST, Colonel, USAF
                                          Commander, XXX OG

Attachment 8 (Added-12FTW)

12 OG/479 FTG OPERATIONS SUPERVISOR/TOP 3 TRAINING CHECKLIST

NAME_____ SQ_____

The following items will be accomplished as a minimum. Squadrons may elect to accomplish additional tours or add specific items to tailor to their squadron in Section III.

SECTION I – Perform OPS SUP duties (see one, do one)

SUP Tour 1 Observe an Ops Sup for a full tour, including an opening and closing shift

_____

_____

SUP Tour 2 Supervised solo Ops Sup full tour including an opening and closing shift

_____

_____

Additional tour(s) (As Required)

_____

_____

SECTION II – Familiarization and Review

   MX Issues - AF IMT 2407, MOC interface (12 OG Only), 781 discrepancies, daily reports
   SOF Issues/Unusual Occurrences - status changes, diverts, EPs, schedule slips
   Duty Desk Operations - equipment operation, radios, Go/No Go, FCIF file
   VIPs - scheduling, MX interface, assistance
   Publications Review
       AFI 11-202 Volume 3, General Flight Rules (including AETC/12 FTW supplements)
   AFI 11-418, Operations Supervision, (including AETC/12 FTW supplements)
   AETCI 21-104, Aircraft Planning and Scheduling
   AETCI 36-2223, Managing Resources for Compliance
   AETCI 36-2205, Student Administration (all applicable Volumes)
   Squadron Operating Instructions

SECTION III – Squadron Specific Items (Overprint or write in below, if applicable)

SECTION IV – Operations Officer and Squadron Commander

Operations Officer Brief _____(sign)   Date_____

I certify that_____has completed training and is certified to be an Ops Sup (Top 3) for daily squadron flying operations.

_____, Lt Col, USAF
Commander, _____ FTS

Approved / Disapproved

_____, Colonel, USAF
Commander, _____ Group

Attachment 9 (Added-12FTW)

12 OG/479 FTG OPS SUP WEEKEND CHECKLIST

NOTE: The weekend ops sup must be in the local area and immediately available via telephone throughout the cross-country/holiday weekend to respond to any current operational issues requiring time-sensitive answers, decisions and actions.

1. Prior to aircrews departing home station:
    a. Review IMT 4327a for accuracy and ensure Form 104 match the planned itinerary
    b. Ensure crews have your home and cell phone numbers (squadron cell phone if necessary/desired)
    c. Inform crews of the weekend recovery window/runway (12 OG: Normally Sunday 1300-1600L, East runway)
    d. Inform crews to call command post and/or you with status after each sortie
        1) They should pass on their status and provide billeting information if RON.
        2) Make sure they know to be patched through to you in the event of Code-3 or any unusual circumstances.
    e. Determine seating arrangements/configuration on each aircraft scheduled to go cross-country.
        1) T-1 seating arrangements (Check with T-1 Maintenance to see if 6th seat is installed, if required).
        2) T-38 pod configuration.

2. Build weekend kit:
    a. Copies of IMT 4327a and Form 104
    b. Check out squadron cell phone if necessary/desired
    c. Before local flying is complete, check with Squadron Top 3 for cross-country aircrew status.

3. 12 OG: Call the 502 ABW Command Post (671-4225) and give the following information:
   479 FTG: Call the SQ/CC, or designated representative, and give the following information:
    a. Your name
    b. Phone numbers where you can be reached throughout the weekend
    c. Ensure they have the most current Form 104.

4. By 0800, on scheduled recovery day, check the weather and airfield conditions for your home station. This is early enough to alert cross-country crews of problems with returning. If needed, arrange for aircrews to delay return or change recovery date if airfield hours and maintenance allow.

5. At the end of each day, check with Command Post (12 OG only) to confirm all off-station aircraft have checked in with status and location. Track down aircrews that have not checked in and determine their status. Keep Command Post (12 OG) or 479 FTG/CC in the loop.

6. Be available to help with any aircrew or aircraft maintenance problems.

7. Keep Squadron Commander and Ops Officer informed of aircrew/aircraft status and any plans for aircraft maintenance repair or to send a rescue crew.

8. Inform the Group Commander if an aircraft that was scheduled to return will not return.

Commonly used commercial telephone numbers:

12 OG:

Base Operations:	652-1861	Base Weather:	652-3040
Command Post:	671-4225	Wing Safety:	652-2224
MOC:	652-4428	OG/CC (cell):	464-8062
East Tower:	652-5739	OG/CD-1 (cell):	464-8065
West Tower:	652-2395		

479 FTG:

Base Operations:	452-2431
Base Weather:	452-3644
479th FTG Safety:	452-8161 ext 3320

Attachment 10 (Added-12FTW)

306 FTG OPERATIONS SUPERVISOR/TOP 3 TRAINING PROGRAM

Candidate (Last Name, First Name, Rank): _____

ACCOMPLISH THIS TRAINING PROGRAM PRIOR TO ASSUMING DUTIES *(in order).*

NOTE: Asterisk (*) items are additional items required beyond AFI 11-418 and 306 FTG Sup requirements.

1. Read and review the following publications with the XX FTS Ops Sup/Top 3 Monitor:

   AFI 11-401 w/AETC Sup 1, 306 Sup, *Aviation Management*
   AFI 11-418 w/AETC Sup 1, 306 Sup, *Operations Supervision*
   AFI 11-202 Volume1/Volume 3 AETC & 306 FTG Supplements, *Aircrew Training & Operations Procedures*
   AFI 11-2MDS Volume 1/Volume 3 w/ 306 FTG Supplements, *MDS Operations Procedures*

(12FTW) AETCI 21-104 *Aircraft Planning and Scheduling (Squadron Programming)*

(12FTW) 306 FTG OI 21-104, *Scheduling Procedures*

        Ops Sup Monitor Signature: _____   Date: _____

2. Review, discuss, and/or attend the following with a current Operations Supervisor/Top 3:

FTS Ops Sup/Top3 QRC	Ops Sup/Top 3 checklist procedures
Coordination with maintenance	Ops Sup/Top 3/SOF/FTG-A interface
Use of squadron radios	Coordination with other squadron SUPs
Squadron Operating Instructions	*Internet WX Resources
Daily Schedule Changes (AF Form 2407)	*306 OSS/OWS Tools
Off-station A/C Procedures	*WeatherTAP
*BAM/AHAS restrictions	

        Ops Sup Signature: _____   Date: _____

FTS Operations Tours (if not a current & qualified SOF; N/A for candidate's squadron):
            94 FTS Ops Sup/Top 3 Signature: _____
            98 FTS Ops Sup/Top 3 Signature: _____
            557 FTS Ops Sup/Top 3 Signature: _____

AMOPS Indoctrination Tour (WX, NOTAMS, QRCs, Emergency Notification Process)

        AMOPS Trainer Signature: _____

Squadron Specific Additional Requirements (if applicable):_____

     Trainer Signature: _____   Completion Date: _____

3. Conduct two upgrade tours with a qualified squadron operations supervisor. Tours must include running the opening and closing checklists and a thorough review of the squadron QRC. Operations must be active (>3 hours) for a tour to count; otherwise, the tour will be re-accomplished. An additional tour is authorized if the FTS Ops Sup/Top 3 Monitor desires.

     <u>Tour 1</u>

     Tour Description: _____   Completion Date: _____

     Ops Sup/Top 3 Signature: _____

     <u>Tour 2</u>

     Tour Description: _____   Completion Date: _____

     Ops Sup/Top 3 Signature: _____

     <u>Additional Tour</u>

     Tour Description: _____   Completion Date: _____

     Ops Sup/Top 3 Signature: _____

4. Discuss squadron scheduling and Maintenance (MX) interface with the squadron Chief of Scheduling

     Chief of Scheduling Signature: _____   Completion Date: _____

5. Receive briefing from SQ/DO on Ops Sup/Top 3 roles and responsibilities.

     SQ/DO Signature: _____   Completion Date: _____

6. Contact Squadron Training and obtain an AF Form 4348 Bring to SQ/CC briefing (Step 7).

     Candidate Signature: _____   Completion Date: _____

7. Receive briefing from SQ/CC on Ops Sup/Top 3 roles and responsibilities. SQ/CC reviews the AF Form 4348 for FTG/CC signature.

     SQ/CC Signature: _____   Completion Date: _____

8. Receive briefing from 306 FTG/FTGV Ops Sup/Top 3 PM on roles and responsibilities.

        Ops Sup PM Signature: _____   Completion Date: _____

9. Bring AF Form 4348 to Squadron Chief of Training. The Chief of Training will send the AF Form 4348 to the 306 FTG/CCE for FTG/CC signature (ink or e-sign).

        Chief of Training Signature: _____   Completion Date: _____

10. Signed copy of the AF Form 4348 sent to squadron training for filing and to update the Letter of X.

        Chief of Training Signature: _____   Completion Date: _____

(Rank/Name) _____has completed Ops Sup/Top 3 training and is certified to perform this duty by the 306 FTG/CC.

                                        _____, Lt Col, USAF
                                        Commander, ___ Flying Training Squadron

Approved / Disapproved

                                        _____, Colonel, USAF
                                        Commander, 306th Flying Training Group

Attachment 11 (Added-12FTW)

SOF NOMINATION LETTER FORMAT

Date

MEMORANDUM FOR XX OG/CC

FROM: XXX FTS/CC

SUBJECT: Supervisor of Flying (SOF) Training Nomination Letter

(Name/Rank/Last 6 of SSN/Security Clearance) is a highly experienced, rated officer, and is nominated for appointment as a SOF. Once signed, this letter also serves as the OG/CC approval for the above SOF nominee to fly an IEP sortie in each 12 OG / 479 FTG / 306 FTG (assigned group) airframe.

a. CURRENT DUTY TITLE: XXX FTS/X Flt CC
b. DATE ASSIGNED XXX FTS: dd Mmm yyyy
c. CURRENT AIRCRAFT TYPE AND TIME:
d. CURRENT AIRCRAFT INSTRUCTOR TIME:
c. PREVIOUS AIRCRAFT TYPE(S) AND TIME(S):
e. TOTAL TIME:
f. REMARKS: (Previous SOF experience)

FIRST MI. LAST, Lt Col, USAF
Commander, XX Flying Training Squadron

1st Ind, XX OG/CC

MEMORANDUM FOR SOF PROGRAM MANAGER

Approved / Disapproved.

FIRST MI. LAST, Colonel, USAF
Commander, XXth Operations Group

Attachment 12 (Added-12FTW)

12 OG SOF UPGRADE CHECKLIST

Name: _____Squadron: _____

	Date	Initials
1. SOF Program Manager (PM) upgrade briefing:		

-Prior to first training event; must bring SOF nomination memo.   _____   _____
-Trainee must complete steps 1 through 9 within 60 days.

2. Review the following: _____   _____

- SOF Read File (including Aircraft Familiarization Briefs)
- SOF Quick Reaction Checklist (QRC)
- AFI 11-418 (including Supplements)
- AETCI 11-204 and 12 FTW Sup (Airspace Mgt and RSU Ops)
- AFI 13-202 (Overdue Aircraft)
-12FTWI 13-204 (Air Traffic Control and Airfield Operations)
- AETC Sup 1 to AFI 11-202 Vol 3
- AFI 11-2T-XX Vol 3 (including in-flight guides)
- Letters of Agreement with SAT TRACON and HOUSTON CTR
- SOF Log/Emergency Data sheets

3. Visit the following agencies for an orientation tour emphasizing each agency's interaction with the SOF.

                                                                                  Date   Initials

a) Base Operations orientation (See Airfield Manager, 652-1861)   _____   _____
b) Base Weather Station Orientation (See Wx Flight CC, 652-3538)   _____   _____
c) San Antonio TRACON Orientation (99-805-5502/5507)   _____
_____
d) Fire Department Orientation (See Asst Chief of Ops, 652-6915)   _____   _____
e) Chief ATC Officer brief on ATC/SOF coordination (652-5881)   _____
_____
f) Maintenance Ops Center (MOC) (652-4428)   _____   _____
g) 502 ABW Command Post (671-4225)

                                                                                  _____

_____

4. Be briefed by an Experienced SOF on the following: _____   _____

- Randy SOFs Only: Discuss EP considerations with opposite MDS SOF (T-38 SOF upgradee
   with T-1 experienced SOF)
- Coordination with the other tower/SOF
- Coordination with MOC/squadron maintenance

- Flying schedule (when/where to be on duty)
- Flying violation reporting
- Internet WX and NOTAMS operations
- Hazardous Air Traffic Report (HATR)
- Coordination with Ops Sups – EPs, flying status, etc
- Incident report procedures
- Coordination with ARTCCs and base agencies
- Use of guard frequency for status changes
- Use of grid maps (under glass in tower)
- Barrier procedures
- Tower emergency egress
- Frequently used phone numbers
- Emergency response equipment available
- Operation of communication equipment
- SOF computer operation (logins, e-mail, schedule access, SOF log, etc.)

5. Visit the primary SOF duty location other than where you will be primarily assigned. Discuss pattern operations for the different aircraft within the 12 OG.

- East Tower   Date: _____

- West Tower   Date: _____

6. SOF trainees will complete one full opening tour and one full closing tour (document tour length - minimum 2 hours). SOF trainees will act as the primary SOF on the second tour. Conduct at least one tour with a dissimilar aircraft SOF (dissimilar aircraft from your primary runway, i.e. T-1 experienced SOF with T-38 SOF upgrade tours, N/A for T-6 SOFs).

Tour 1: Opening Tour		
Date	Tour Length	Experienced SOF Init
Experienced SOF will discuss the following EP and QRC items with the SOF in upgrade. Emphasis should be placed on aircraft differences, use of Top 3 personnel for assistance, and coordination with other base agencies. Training will be documented in the space provided below. EPs: minor engine malfunction, overrun landing, loss of canopy or panel ejection, search and rescue QRC: Barrier procedures, FPCON, Contingency & Exercise procedures, Pattern Check procedures, Picking an Alternate, Quiet/Sterile Period, Runway Change, Status or Alternate Change.		

Tour 2: Closing Tour		
Date	Tour Length	Experienced SOF Init
Experienced SOF will discuss the following EP and QRC items with the SOF in upgrade. Emphasis should be placed on aircraft differences, use of Top 3 personnel for assistance, and coordination with other base agencies. Training will be documented in the space provided below. EPs: major engine malfunction, compressor stall, fire lights, single runway procedures QRC: Runway Closure, SAT Radar Outage, DHK TACAN Outage, Lightning procedures, Reportable Incidents, Seguin Landing/Recovery, Alternate SOF Position		

*Date of dissimilar SOF tour:

_____

                                                                              Date/Initials

7. SOF Test. (See 12 OG SOF Program Manager)   _____

Accomplish the following upon completion of the SOF upgrade program:
(NOTE: Do not perform an unsupervised SOF tour until briefed by the 12 OG/CC and certified on the AF Form 4348)

8. 12 OG SOF Program Manager Review: _____

9. OG/CC certification briefing accomplished:

                                                    _____, Colonel, USAF
                Commander, 12th Operations Group

Attachment 13 (Added-12FTW)

306 FTG SOF UPGRADE CERTIFICATION RECORD

RANK AND NAME: _____

START DATE: _____ COMPLETION DATE: (NLT_____) _____

                                                                 DATE INTIALS
SQ/CC Nomination (See SOF Candidate Letter)   _____ _____
SOF PM Approval (See SOF Candidate Letter)   _____ _____
FTG/CC Approval (See SOF Candidate Letter)   _____ _____

Regulation Review
-- AFI 11-418, AETC Sup 1, and 12 FTW Sup 1   _____ _____
-- Local 11-2-MDS Volume(s) 3 & Sups   _____ _____
-- USAFAI 13-204, *Air field Operations and Base*   _____ _____
           Flying Procedures
-- AFI 10-206, AETC Sup 1, USAFA Sup 1   _____ _____

Flightline Driver's License for Midfield Access   _____ _____

98 FTS/ Ops Sup/DZCO Orientation   _____ _____
94 FTS/ Ops Sup /SCO Orientation   _____ _____
557 FTS Ops Sup /Alt Tower Orientation   _____ _____
Weather Office Tour (Weather Notification Process)   _____ _____
Airfield Management Indoctrination Tour (Base Ops)   _____ _____
(WX, NOTAMS, QRCs, Emergency Notification Process)

Tours (must see opening and closing tours)
_____ _____   Tour One
_____ _____   Tour Two (upgrading SOF acts as primary SOF)
_____ _____   Tour Three (upgrading SOF acts as primary SOF)

               SOF Examination Score   _____

SOF Program Manager Briefing   _____ _____

306 FTG/CC certification briefing accomplished:

                _____, Colonel, USAF
                Commander, 306th Flying Training Group

Return SOF Upgrade Checklist and Training Folder to the 306 FTG SOF Program Manager
306 FTG SOF TRAINING TOUR RECORD

SOF CANDIDATE: _____

Must perform opening and closing tours. All tours must be a minimum of 3 hours.

T-1	T-2	T-3	BRIEFING ITEMS	REMARKS
			Date	**Tour 1**
			Instructor Name	Tour Type: Open/Close/Mid
			Instructor Initials	Tour Times: _____
			Instructor Squadron	
			Opening Checklist	Operating Squadrons: 94th, 98th, 557th
			Changeover Checklist	Tour Description:
			Closing Checklist	
			SOF SharePoint Tour	
			Status Changes	
			Weather Recall Procedures	
			Operation of TED/radios	
			Operation of computer/database	**Tour 2**
			Review of QRC	Tour Type: Open/Close/Mid
			Tower Watch Supervisor Brief	Tour Times: _____
			SCO/DZCO/Ops Sup coordination	Upgrading SOF acts as primary SOF
			SQ Ops Sup contact procedures	Operating Squadrons: 94th, 98th, 557th
			Radio Phraseology/Usage	Tour Description:
			Review a/c WX Limits(x-winds, etc)	
			WX hold ROE	
			Reduced Flying Operations	
			Local Contingency (hijack, etc)	
			Stadium/Terrazzo Jump Procedures	
			Fly-By Procedures	**Tour 3**
			Handling EPs/Incidents	Tour Type: Open/Close/Mid
			Actual/Simulated EP scenario	Tour Times: _____
			Wind Limits and Analysis	Upgrading SOF acts as primary SOF
			OPREP-3 Reporting	Operating Squadrons: 94th, 98th, 557th
			Administrative Duties (SOF report)	Tour Description:
			Command Post/Base Ops Interaction	
			Crash/Fire/Rescue Operation	
			WX Forecaster Duties/Priorities	
			Alternate SOF Duty Location	
			SOF Candidate Initials	

ADDITIONAL COMMENTS
TOUR 1:

TOUR 2:

TOUR 3:

IEP/ORIENTATION FLIGHTS (IP name and date):

94 FTS:

98 FTS:

557 FTS: