



Flying Operations

OPERATIONS SUPERVISION

COMPLIANCE WITH AIR FORCE INSTRUCTIONS IS MANDATORY

OPR: 327 AS/ADO (Maj Karl Schmitkons)

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AFI 11-418, 1 July 2000, is supplemented as follows:

SUMMARY OF REVISIONS

This publication has been revised to reflect the supplemental guidance in AFI 11-418. A * indicates revisions from the previous edition.

***1. (Added-913 AW)** The Operations Supervision program for the 913 AW, 913 OG, 327 AS, and 913 OSF will be collectively referred to as the “SOF” program regardless of whether one is referring to the Supervisor of Flying (SOF) or Operations Supervisor (Ops Sup) aspect of the program.

***2.2. (Added-913 AW)** SOFs/Ops Sups and their requirements will be determined by the OG/CC. While a SOF (Group level) is not required IAW with the Note in AFI 11-418, paragraph 2.1., SOF duties as defined by AFI 11-418 are combined with Ops Sup duties in the 913 AW, 913 OG, 327 AS, and 913 OSF. The individual performing these duties will normally be called the “SOF” regardless of which duties he/she is performing.

***2.3. (Added-913 AW)** The Stand-by Duty Officer (SDO) will be a SOF qualified individual in the OG/CC, AS/DO, AS/ADO, and OSF/OSO positions.

***3. (Added-913 AW)** The SOF or SDO will be on duty for all launches and when required by Table 1.1. as simplified in this supplement.

***3.1.1. (Added-913AW)** Daily Flying Operations: Normally Monday through Thursday, TAC weekends, and UTAs (0730-2300L) in the local training area, as defined in AFI 11-2C-130, Volume 3, Chapter 10/913 AW Sup (Pending).

***3.1.3. (Added-913 AW) On-Going Off Station Sorties:** All cross-country missions that remain away from home station. This includes cross-country missions which transit/remain overnight at Willow Grove ARS outside normal duty hours/days. The SDO will not normally be in the squadron for the mission's transient arrival and subsequent departure.

***3.1.4. (Added-913AW) Out of Local Area Operations:** The local training area is defined in AFI 11-2C-130, Volume 3, Chapter 10/913 AW Sup (Pending).

Table 1.1. (Added-913 AW) Minimum Flying Unit Supervision Requirements

Type of Operation	SOF/Ops Supervisor Location	SDO Location
Daily Flying Ops	Duty Location ²	N/A
On-Going Off-Station Sorties	N/R	Available ⁴
Out of Local Area Ops ¹	Available ³	Available ³
(Re)Deployment 1 – 4 A/C	Duty Location ²	N/A
(Re)Deployment \geq 5 A/C	Duty Location ²	N/A
Deployed Ops	Duty Location/Available ⁵	N/A
Cross Country Dept/Return	Duty Location ²	N/A
FCF	Duty Location ²	N/A
Notes:		
1. E.g. S/F missions to Pope AFB, out-and-back O/W missions, etc.		
2. Ops Desk. Except when picking up/dropping off crews on flight line, if the SOF must be away from Ops Desk, he/she must advise command post, ops admin, and schedulers of temporary location (and telephone extension if intercom is not functioning).		
3. Normal working hours. SOF for S/F missions to Pope AFB. SDO for out-and-back O/W missions. The designated SOF/SDO will be in the squadron until 45 minutes after departure (and 45 minutes prior to return for S/F missions to Pope AFB). The designated SOF/SDO will be immediately reachable by telephone, cell phone, pager, intercom, or radio when not at the duty location.		
4. SDO will be in the squadron until 45 minutes after departure. The SDO will be immediately reachable by telephone, cell phone, pager, intercom, or radio when not at the duty location.		
5. For deployed operations, the mission commander will coordinate with host base OG for supervision requirements. This may involve integrating into the host base SOF and/or Ops Sup program.		

***3.1.8. (Added-913 AW)** Functional Check Flights (FCFs) require that a TOP-3 be available and will be conducted in the local flying area as defined in AFI 11-2C-130, Volume 3, Chapter 10/913 AW Sup (Pending).

***3.1.10. (Added-913 AW)** The SOF/SDO normally will not support non-assigned transient aircraft outside of the local flying window.

***4.1. (Added-913 AW)** Prior to placing a SOF candidate in training, the SOF program monitors will present the OG/CC with the candidate's FEF. After review, the OG/CC will indicate his acceptance or rejection of the candidate on the appropriate line of the candidate's SOF training record.

***4.1.2.1. (Added-913 AW)** The OG/CC will be immediately available through the use of telephone, cellular telephone, or a pager.

***4.1.2.2. (Added-913 AW)** AS/DO, AS/ADO, AS/DOV are designated as the representatives for the OG/CC in his absence.

***4.2.1.1. (Added-913 AW)** For 913 AW/913 OG/327 AS/913 OSF operations, the SOF/SDO will be responsible for all SOF and Ops Sup duties described in paragraphs 4.2. through 4.2.8. and 4.3. through 4.3.5.

***4.2.5. (Added-913 AW)** The SOF will not normally contact an aircrew during an IFE, but will be available to provide assistance at the crew's request.

***4.2.6. (Added-913 AW)** SOFs will normally monitor the approach and landing on all IFE aircraft from the Operations Counter. The SOF will monitor 351.2 during emergencies. The SOF is not required to monitor communications between ATC and the emergency aircraft.

***4.2.8. (Added-913 AW)** The SOF will maintain a weather watch on the local area. If weather conditions deteriorate, or are forecast to deteriorate, below field minimums, or in the event of severe weather, a recall will be initiated of all unit aircraft to home station/ diversion airfields.

4.2.8.1. (Added-913 AW) For guidance, severe weather is defined as:

4.2.8.1.1. Winds above 34 knots.

4.2.8.1.2. Freezing precipitation or sleet.

4.2.8.1.3. Heavy rain (2" or more in 12 hours, or 6" or more in 24 hours)

4.2.8.1.4. Tornado watch or warning; or severe thunderstorm watch or warning

4.2.8.1.5. Hail**4.2.8.1.6. Any weather which may threaten the safety of resources or personnel**

4.2.8.2. (Added-913 AW) A recall may be accomplished by UHF radio or having FSS relay this information. Refer to the SOF Checklists for Diversion/Runway Closure or Weather Recall.

***4.3.1. (Added-913 AW)** When the SOF is an Air Reserve Technician (ART), during his normal duty hours, he may leave the primary duty location for brief periods. A squadron member capable of contacting the SOF must be on duty at the squadron operations center during his absence. Except when delivering crew members to the aircraft, the SOF will be equipped with a portable radio or cell phone if he leaves the 327 AS building.

***4.3.2.1. (Added-913 AW)** The SOF/SDO is also responsible to the 327 AS TOP-3 for monitoring and supervising all phases of unit flying operations and will ensure the TOP-3 is advised of any significant events.

***4.3.2.2. (Added-913 AW)** The Chief of Stan/Eval (AS/DOV), Chief of Training (AS/DOT), Chief of Tactics (AS/DOXT), or Chief of Current Operations (OSF/OSO) may act as the Top-3 in the absence of the 327 AS/CC/DO/ADO.

4.3.2.3. (Added-913 AW) The SOF may act as the TOP-3 if designated and required.

4.3.6. (Added-913 AW) The SOF may provide transportation for crewmembers prior to the beginning of a flying period and after the conclusion of a flying period. Crew transportation will not be provided at the expense of more critical duties.

4.3.7. (Added-913 AW) Command Post is not required to be operational during local evening flying. During periods when the command post is not operational, the SOF will notify key personnel of emergencies IAW the SOF Checklists as the situation permits. The SOF will not make the notifications at the expense of more critical duties.

***5.6. (Added-913 AW)** The SDO will be available after normal duty hours by telephone, cell phone, or pager through the Command Post, Communication Center, or Security Police.

***5.6.1. (Added-913AW)** The TOP-3 will be available after normal duty hours by telephone, cell phone, radio, or pager if the SDO cannot be reached.

***6.1.1. (Added-913 AW)** Single Frequency Approach procedures are not required. Use UHF 351.2 during emergencies.

7.3. (Added-913 AW) Conference Hotel procedures are included in the SOF Checklists.

9.1. (Added-913 AW) Crew rest for SOFs may be reduced to no less than 8 hours with the approval of the AS/DO.

***9.2. (Added-913 AW)** By authority of the OG/CC, the maximum crew rest duty day is waived to 16 hours. Periods exceeding 16 hours will be approved on a case by case basis by the OG/CC.

***9.3. (Added-913 AW)** The SOF will be on duty, in the primary duty location, 30 minutes prior to the first show time. He/she will remain on duty until the last crew arrives into the squadron building for local flying, or until 45 minutes after the last aircraft departs on “out of local area” or off station sorties (except S/F missions to Pope AFB—see para. 9.3.3.).

***9.3.1. (Added-913 AW)** If a crew elects to perform local proficiency/airland training prior to departing on out of local area or off station sorties, the SOF/SDO will remain in the squadron until 45 minutes after the crew actually departs on the out of local area or off station portion of the mission.

***9.3.2. (Added-913 AW)** If a crew elects to perform local proficiency/airland training after return from out of local area or off station sorties, the SOF/SDO will be in the squadron 45 minutes prior to the anticipated return from the out of local area or off station portion of the mission.

***9.3.3. (Added-913 AW)** For S/F missions to Pope AFB, the SOF/SDO will be in the squadron throughout the mission, in a location from which the SOF radio can be monitored. He/she will be at the duty location from 30 minutes prior to 30 minutes after departure and from 30 minutes prior to scheduled return until the last aircraft lands.

10.2. (Added-913 AW) The primary duty location is the Squadron Ops counter area. The alternate duty location is the SOF vehicle. The SOF will normally monitor all emergencies from the primary location. At his discretion he may monitor IFE activity from the SOF vehicle. The SOF may observe approaches to runway 15 from the AFRC ramp and approaches to runway 33 from the south perimeter road without radio contact with ground/tower. Ground/tower approval must be obtained before proceeding on the parallel taxiway or runway.

11.3. (Added-913 AW) The SOF vehicle will be positioned in the parking lot in front of the squadron building. The SOF vehicle will be at the exclusive disposal of the SOF.

11.5. (Added-913 AW) Binoculars are not required to be available to the SOF.

11.6. (Added-913 AW) The SOF kit will be located in the primary duty location, except the required manuals and regulations which will be maintained in the FCIF library in the planning room adjacent to the operations area. Prior to departing the primary location in response to an IFE or relocating to the alternate location, the SOF will place the SOF Guide Book and appropriate binders from the FCIF library in the SOF kit. The SOF will carry the kit with him. These binders will be clearly marked for rapid access.

***11.6.1. (Added-913 AW)** All SOF checklists are contained in the SOF Guide Book, located at the squadron Ops desk.

***11.6.2. (Added-913 AW)** The SOF publications will be kept current through the FCIF library.

***11.6.3. (Added-913 AW)** The SOF read files, located in Section B of the SOF Guide, will be reviewed and signed off on the SOF Normal Procedures Checklist at the beginning of each SOF tour. The SOF Guide book will be reviewed and updated semi-annually.

***11.7. (Added-913 AW)** The AS/DO will be notified immediately anytime the operational status of the SOF facilities is degraded during duty hours. After duty hours, leave written notification for the AS/DO. Annotate the inoperative or degraded equipment in the SOF Events Log.

***14.3. (Added-913 AW)** The formal lesson plan for SOF training is contained in Attachment 1. Previously qualified SOFs require only the one supervised 2-hour upgrade tour before OG/CC approval.

***14.7. (Added-913 AW)** Unit SOF tests will be maintained and administered by AS/DOV. These tests will be updated annually.

***14.8. (Added-913 AW)** At the conclusion of the candidates training, the OG/CC will give final approval in the appropriate section of the training record. Candidates will not perform SOF duties without supervision until this final approval is received.

***15.1. (Added-913 AW)** Semi-annual SOF meetings will be held in conjunction with the semi-annual Stan/Eval Board (SEB).

***15.2. (Added-913 AW)** The OG/CC will brief all SOFs annually in conjunction with the January SEB. All SOFs will annually review all SOF directives/guidance in January. This review will be documented in the SOF Guide Book.

***17.1.1. (Added-913 AW)** SOF/SDO program monitors will be designated by the 913 OG/CC in a letter of appointment. Normally the 327 AS/ADO will be the primary monitor and the 327 AS/DO will be the alternate monitor.

***17.2.3. (Added-913 AW)** SOF training documents will be maintained in the SOF Guide book.

***17.2.4. (Added-913 AW)** SOF currency and training dates will be tracked in AFORMS. A copy of the currency reports will be updated monthly and posted in the SOF Guide.

17.2.7. (Added-913 AW) All SOF checklists are contained in the SOF Guide Book, located at the squadron Ops desk.

***17.2.8. (Added-913 AW)** The SOF publications will be kept current through the FCIF library.

***17.2.10. (Added-913 AW)** The SOF read files, located in Section B of the SOF Guide, will be reviewed and signed off on the SOF Normal Procedures Checklist at the beginning of each SOF tour. The SOF Guide book will be reviewed and updated semi-annually.

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Commander

Attachment 1**A1.1 SUPERVISOR OF FLYING TRAINING LESSON PLAN**

A1.2. The initial SOF trainees are required to accomplish the following:

A1.2.1. Candidate nominated by AS/CC.

A1.2.2. Candidate approved by OG/CC.

A1.2.3. Read AFI 11-418 and 913 AW Sup; 327 AS SOF Guide Book.

A1.2.4. Briefing by OG/CC or SOF Program Monitor on SOF responsibilities.

A1.2.5. Briefing by the Safety Officer to include SOF duties in the event of a mishap or incident.

A1.2.6. Take Flight Line Course to earn Certificate of Competency, WGARS Flight Line Driving, if not already possessed.

A1.2.7. Tour of base WX and Base Ops facilities.

A1.2.8. Complete SOF examination.

A.1.3. The SOF trainee will be supervised by a current and qualified SOF during a minimum of two tours (minimum of 2 hours) – one day and one night tour. During the second tour, SOF candidate will act as primary SOF. During these tours, the SOF trainee must receive the following training:

A.1.3.1. Use of the 913 AW SOF Guide Book to include Procedural/Emergency Procedure Checklists.

A.1.3.2. Familiarization with Airport: Restrictions, Hazards, Local Procedures.

A.1.3.3. Operation of equipment: (radios, phones, etc.).

A.1.3.4. Operation of DTN weather station at Ops desk.

A.1.3.5. How to get weather and NOTAMS: use the following web sites or the FSS

A.1.3.5.1. Weather – www.mais.afwa.af.mil (requires password kshinsky/kevin3) or www.dash-2.com

A.1.3.5.2. NOTAMS – www.notams.jcs.mil

- A.1.3.5.3. FCG - www.nima.mil/fcg (foreign clearance guide)
- A.1.3.6. GO/NO GO and FCIF procedures and how to clear GO/NO GO items.
- A.1.3.7. Filing and opening flight plans.
- A.1.3.8. Operation of the SOF vehicle, to include travel routes and Emergencies.
- A.1.3.9. Emergency Procedure Training (will successfully handle an actual or simulated IFE).
- A.1.3.10. Filing Squadron operation records: (i.e. SOF Normal Procedures Checklist, SOF Events Log, Flight Plans, Dispatch Log, etc.)
- A.1.3.11. Filling out the AF Form 1522 for tracking SOF currency.
- A.1.3.12. Securing Squadron Operations area & Building.

Attachment 2**A2.1 (913 AW). SUPERVISOR OF FLYING CHECKLIST GUIDE****A2.2. (913 AW) OPENING TOUR**

A2.2.1. Review and sign off FCIF.

A2.2.2. Review and sign off SOF Read File.

A2.2.3. Initiate SOF events log.

A2.2.4. Review daily flying schedule: (mission itinerary, special information, instructions, or requirements).

A2.2.5. Check Status of DZSO. If 327th personnel, brief to call SOF when departing DZ.

A2.2.6. Inspect SOF equipment for currency/operation.

A2.2.7. Obtain current weather, NOTAMS, and airfield status for: NXX, ACY, RDG, ABE, AVP, MRB, divert bases, operating areas/ranges, or cross country locations

A2.2.8. Check maintenance status of scheduled aircraft and spare.

A2.2.9. Check mission information.

A2.2.9.1. Status of loading.

A2.2.9.2. TOTs- check Wilmington Ops (DSN 445-7554).

A2.2.9.3. Routes, Type of Drop, Type of Formation (SKE or VIS).

A2.2.9.4. Crew qualifications for formation positions.

A2.2.10. Check SOF Vehicle is positioned in the parking lot.

A2.3. START OF TOUR (RELIEVING PREVIOUS SOF)

A2.3.1. Review and sign off FCIF.

A2.3.2. Review and sign off SOF read file.

A2.3.3. Receive briefing by previous SOF on (and update as necessary):

- A2.3.3.1. flying schedule
- A2.3.3.2. maintenance status of scheduled aircraft and spare
- A2.3.3.3. weather, NOTAMS, and airfield status
- A2.3.3.4. Status of loading.
- A2.3.3.5. TOTs- check Wilmington Ops (DSN 445-7554).
- A2.3.3.6. Routes, Type of Drop, Type of Formation (SKE or VIS).
- A2.3.3.7. Crew qualifications for formation positions.
- A2.3.3.8. Status of DZSO (327th or 166th personnel, on or off DZ).
- A2.3.4. Check SOF Vehicle is positioned in the parking lot.

A2.4. DURING TOUR

- A2.4.1. Check GO/NO GO and FCIF status of scheduled crewmembers.
- A2.4.2. Complete ORM Sheet. Ensure ACs (and DO if necessary) sign.
- A2.4.3. Check Pre-mission paperwork/documents:
 - A2.4.3.1. Aircraft Commander's checklist.
 - A2.4.3.2. DD Form 175 and 175-1.
 - A2.4.3.3. Flight orders.
- A2.4.4. Brief Aircraft commanders IAW SOF Briefing Checklist.
- A2.4.5. Brief DZSO (if 327th personnel) to call SOF departing the DZ.
- A2.4.6. Log takeoff time on SOF Events Log.
- A2.4.7. Fill out SOF Normal Procedures Checklist.
- A2.4.8. Monitor missions.
- A2.4.9. Monitor weather and operating status at NXX and training fields and areas.

- A2.4.10. Pick up cross-country crews carrying VIPs.
 - A2.4.11. Confirm MIs are closed for cross-country returns if command post not manned.
 - A2.4.12. Check post-mission paperwork/documents are complete.
 - A2.4.12.1. Log landing times on SOF Events Log.
 - A2.4.12.2. Enter drop scores in SOF Events Log.
 - A2.4.12.3. Check 781s are complete.
 - A2.4.12.4. Check accomplishment forms.
 - A2.4.12.5. Paperwork in folders.
 - A2.4.12.6. Ensure mission kits are placed behind the Ops counter.
 - A2.4.12.7. For out of CONUS returns, make sure passports and shot records are collected and weapons are returned.
 - A2.4.12.8. Ensure crew secures or destroys classified material.
 - A2.4.12.9. Update SOF program (computer schedule) and save.
- A2.5. END OF SHIFT - RELIEVED**
- A2.5.1. Brief relieving SOF on:
 - A2.5.1.1. flying schedule
 - A2.5.1.2. maintenance status of scheduled aircraft and spare
 - A2.5.1.3. weather, NOTAMS, and airfield status
 - A2.5.1.4. status of loading.
 - A2.5.1.5. TOTs- check Wilmington Ops (DSN 445-7554).
 - A2.5.1.6. routes, type of drop, type of formation (SKE or VIS).
 - A2.5.1.7. crew qualifications for formation positions.
 - A2.5.1.8. status of DZSO, on or off the DZ, when DZSO is 327th personnel.

A2.6. END OF SHIFT - SQUADRON SHUTDOWN

A2.6.1. Check status of DZSO, (off the DZ or RTB) phone call when 327th personnel. Call on cell-phone if ready to close bldg.

A2.6.2. Update SOF program (computer schedule) and save.

A2.6.3. Radios Off.

A2.6.4. Close SOF program, then shut off projectorscomputers..

A2.6.5. Ensure wireless mouse in placed in charging base.

A2.6.6. Vehicle windows rolled up/keys behind ops counter.

A2.6.7. Coffee pot burners OFF and master switch (back of tower on left – guarded switch).

A2.6.8. Duplicating machine STANDBY.

A2.6.9. Tactics area - lights OFF, rear door and front cipher lock door SECURE.

A2.6.10. Notify security (call extension 1077)

A2.6.11. All lights OFF.